

Parent/Student Athletic Handbook



A CALIFORNIA DISTINGUISHED SCHOOL

PALISADES CHARTER HIGH SCHOOL (PCHS)

A California Non-Profit Public Benefit Corporation
15777 Bowdoin Street, Los Angeles, CA 90272

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<http://palihigh.org/athletics.aspx>

CIF Los Angeles City Section

Athletics Office

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<http://www.cif-la.org>

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PCHS Athletics Coaching Staff

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Please visit our website at <http://www.palihigh.org> for more information about specific sports programs.

Sports Team

Coach

Email

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PARENT/STUDENT ATHLETIC HANDBOOK

Purpose: To assist the parents/guardians and student-athletes of PCHS.

Participation in high school sports can be a fulfilling and positive life experience, especially if everyone has a good understanding of the vision/mission and rules/requirements that surround student participation in interscholastic athletics.

Interscholastic athletics is a voluntary program. Thus, participation is a privilege and not a right. Along with that privilege comes the responsibility to conform to State and City standards/rules established for the high school athletic teams. This privilege may be revoked when the athlete fails or refuses to comply with these rules.

Any extenuating circumstance, severity of offense (i.e. - felony), situations not covered by this handbook or the PCHS Student Handbook, can be grounds for removal from the athletic program by the Administration.

PALISADES CHARTER HIGH SCHOOL (PCHS) ATHLETICS

PCHS Athletic Program Vision Statement

To pursue academic and athletic excellence through participation in a high-quality athletic program committed to a values-based philosophy of sports that emphasizes the ideals of **Pursuing Victory with Honor**.

PCHS Athletic Program Mission Statement

The mission of the athletic program at PCHS is to develop the student-athlete academically, socially, physically and athletically through the pursuit of athletic excellence within a values-based athletics program which is dedicated to the ideals of **Pursuing Victory with Honor**.

- All PCHS sports will follow a similar policy regarding tryouts, sport-event scheduling and coach selection. The policy will follow the CIF Mission. Athletic competition is an integral part of the high school experience and should strive to strengthen the integrity of students and adults across the state by promoting the

concepts of health & fitness, sportsmanship, fair play, honesty, healthy competition and quality academics. These priorities advance the highest principles of character – trustworthiness, respect, responsibility, fairness, caring, and good citizenship.

- In selecting coaches, reasonable efforts will be made to find a coach that has experience in that sport, both as a player and a coach, but the Athletic Department cannot guarantee such qualified personnel will apply for open positions and therefore be hired as a coach. The Athletic Department will select coaches using a Hiring Committee comprised of PCHS selected stakeholders and the PCHS Human Resources (HR) Department. All PCHS coaches will be vetted by the PCHS HR Department in terms of basic backgrounds checks and PCHS HR policies, will be required to pass the CIF required Coaching Class and be qualified in the administration of CPR W/AED and First Aid.
- Every attempt will be made to select coaches well before the start of the sports main season. Open coaching positions will be posted, with potential candidates sought out and interviewed by the Hiring Committee. The candidate who in the Hiring Committee's eyes best meets the current needs of PCHS will be offered the position. In the unlikely case the Hiring Committee cannot reach a majority in favor for a given candidate, a final decision will be made by the PCHS Athletic Department management team.
- The CIF Coaches Code of Conduct will serve as the guideline for all PCHS coaches. Abusive, harassing, intimidating or retaliatory behavior, or other behavior or judgments that endanger the health and well-being of the student-athletes will not be tolerated. Coaching positions are "at will" positions and coaches can be fired on the spot for certain Code of Conduct non-compliance, as well as not be re-hired for the next season at the sole discretion of the Athletics Department management team. All firing or non-rehiring decisions will be made exclusively by the Athletic Department management team.
- All sports teams will be treated as equitably as possible regarding the use of school facilities and receiving financial support, as outlined in current CIF LA CITY Section Rules and Regulations Handbook.

PCHS IN SEASON DRUG AND ALCOHOL POLICY

It is important to keep in mind that athletics is a **privilege** extended to those students who are physically, mentally, and emotionally mature enough to meet certain standards. Athletics is **not a guaranteed right** for every student. If one chooses to participate in athletics, one accepts certain responsibilities.

We support **zero tolerance** in regards to drugs, alcohol, or tobacco at any time during the sports season as defined by CIF rules. Please be aware that athletes who violate the procedures around substances are subject to a **school** and **athletic consequence**.

State law prohibits the purchase, use, possession, and being under the influence, possession of a reasonably related alcohol or drug device. School violations include all activities in school and in all buildings and grounds owned, operated (including buses), or rented by PCHS, or at any school sponsored activities (such as field trips, **athletic events**, trips abroad, or community service).

(PCHS Note: Examples of what the administration considers a drug related device include, **but are not limited to**, bongos, pipes, rolling papers, needles, pacifiers, scales, vaporizers or homemade drug delivery devices.

VIOLATIONS DURING THE SCHOOL DAY OR AT A SCHOOL SPONSORED EVENT:

If athletes are found to be in violation of this policy according to the above criteria **during school times or at a school sponsored event during the school year**, the athlete shall have the consequences from PCHS School Policies as well as the athletic consequences outlined below.

Athletic Consequences:

1st offense: IMMEDIATE suspension from 20% of a regular season's total games. If 20% of the regular season's games are a fractional number, then the number will be rounded UP. (ex. 14 games X's .2 = 2.8, so 3 games missed.) In addition, the student athlete must perform 8 hours of community service and attend the Angels at Risk program before they are able to participate in a game. The community service activity must be approved by the athletic director prior to performing it, and at the conclusion of the activity present documentation should be turned into the athletic director and coach.

Any athlete found to have been distributing illegal substances on campus or off campus will be removed from the team and school effective immediately.

2nd offense within the academic school year, the player is released from the team. If an athlete violates this policy for a third time within their four-year athletic career they will be ineligible to participate in athletics from that point forward.

Any extenuating circumstance, severity of offense (i.e. - felony), situations not covered by this handbook or the PCHS Student Handbook, can be grounds for removal from the athletic program by the Administration.

Hazing Rituals Hazing will not be tolerated in any form and is never to be part of any PCHS program. Acts of hazing can escalate to the point that the students-participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken.

PCHS STUDENT-ATHLETE ELIGIBILITY REQUIREMENTS

The policy adopted by Palisades Charter High School requires all student-athletes to do the following:

- 1. Pass** a minimum of **20 units** during the previous grading period (only 5 units can be in physical education).
- 2. Currently be passing** 20 units of current grading period class work.
- 3. Maintain** a minimum un-weighted **2.0** or “C” average **GPA**.
- 4. Continue enrollment in** a minimum of **4 semester courses**. The scholastic **eligibility period** for athletic participation **is every 10-week grading period**.
- 5. Before participating** in a sport, and for each and every new season of that sport, **have an athletic clearance** from both the PCHS Health Office and the Athletic Director’s Office stating the student-athlete has:
 - Verification of a recent physical (within the last 12 months), which includes doctor’s stamp and date
 - Signed “Informed Consent” Form

- Signed “Athletic Code of Conduct” Form
- Completed Emergency Card
- Proof of health insurance-a photocopy of insurance card is required
- Signed “Acknowledgement of Risk” Form

Note – It is the Parent/Guardian’s and Student-Athlete’s responsibility to get the above paperwork in #5 to the team’s coach at the very start of the season. Failure to do so in a timely manner will make the Student-Athlete ineligible to participate in the sport until the above requirements are satisfactorily completed

Required Athletics Forms:

May be obtained on our website at www.palihigh.org/athletics.aspx

STUDENTS TRANSFERRING TO PALISADES CHARTER HIGH SCHOOL

Any prospective PCHS student who wishes to participate in Athletics at PCHS and who was NOT enrolled at PCHS the previous year and who is NOT in the 9th grade MUST submit transfer paperwork forms which can be obtained from the Athletic Director.

The transferring student-athlete must complete the proper paperwork and receive written approval from the Athletics Office in order to be eligible for participation in CIF and PCHS athletics. Failure on the part of the student-athlete to complete this paperwork could result in a **one-year suspension** from CIF and PCHS competition. In addition, if he or she competed in an athletic contest, the team on which he or she participated will likely be forced to forfeit all athletic contests that they participated in. **To put this succinctly, all transfers are ineligible for participation until the PCHS and CIF-LA City Section office has officially cleared them.**

PARENT AND STUDENT-ATHLETE EXPECTATIONS

Communication that parents, guardians, and student-athletes should expect from coach/advisor(s):

- Try-out dates & times will be publicized and posted at least two weeks in advance on the PCHS website. Email notification will be sent to parents by the PCHS Parent Liaison whenever possible for returning student-athletes, but it is the students and their parents sole responsibility to regularly check the PCHS website, or contact the team/sport head coach (also listed on the PCHS website), to obtain dates/times for all try-outs. Try-outs will be open to all PCHS students meeting PCHS Student-Athlete Eligibility Requirements.
- All decisions on which student-athletes make or do not make any given team are solely made by the sport's coaching staff. Other than for eligibility reasons as listed above, the PCHS Athletics Department management team does not make any decisions on who should or should not be on any given team.
- All decisions on which student-athletes start or even play (or how much they play) are solely made by the sport's coaching staff. Athletes may be benched or removed from a team at any point during the season at the coaches' discretion. Other than for eligibility reasons as listed above, the PCHS Athletics Department management team does not make any decisions on who will start, play or how much they will play.
- An understanding that student-athletes are not required to be played at all in any scrimmage or game. While not playing student-athletes at all is not encouraged, the degree of playing time is a privilege not a rite. Equal or any playing time is not a requirement for any student-athlete. All playing time is the sole decision/discretion of the team's coaching staff.
- All parent or student-athlete concerns with the making of any given team, should be discussed with the team's coaching staff before contacting the Athletic Department management team.
- The coaching philosophy of the coach/advisor
- Expectations the coach/advisor has for your student-athlete and the team
- Location and times of all practices and games, prior to the start of the season or as early as possible
- Team requirements, special equipment, out-of-season expectations

- Procedures to follow should the student-athlete be unable to make it to a game, scrimmage, practice/workout or meeting, or if the Student-Athlete will be late to a game, scrimmage, practice/workout or meeting
- Procedures to follow should the student-athlete be injured during participation
- Notification of any disciplinary actions for Athlete Code of Conduct violations (such as drug or alcohol use, misbehavior, bullying, etc.). Student-athlete may seek an appeal with the Athletic Department management team – See Parent/Student-Athlete Complaint Procedures
- Should a student-athlete decide he/she no longer wishes to compete for PCHS after his/her selection to a team, the coach will disclose the future ramifications that this decision may have with the student-athlete during his/her tenure at PCHS.
- If the student-athlete desires to play in college sports, the coaching staff will direct the student to the PCHS College Center for guidance. If requested, and the student-athlete is in good standing with the school and Athletic Department, the Athletic Director and/or Assistant Principal of Athletics will often write letters of recommendation for student-athletes, in addition to those written by their individual PCHS team coach.
- At the end of the season, student-athletes and parents will be invited to fill out an online and confidential survey designed to improve the Athletic Programs at PCHS. All invited are strongly encouraged to fill out these surveys.

Communication that a coach/advisor should expect from parents, guardians and student-athletes:

- Any concerns expressed directly to the coach/advisor
- Specific concerns with regard to a coach's/advisor's philosophy and or expectations
- Specific concerns with regard to which team a student-athlete is on and/or how much playing time that student-athlete is getting.
- As much advanced notification as possible of illness, injury or other reason the student-athlete will miss a scheduled game, scrimmage, practice/workout or meeting
- End-of-season participation in coaching/program performance surveys.

Appropriate concerns to discuss with a coach/advisor:

- Treatment of your student-athlete, mentally or physically

- Ways to help your student-athlete to improve
- Concerns that involve your student-athlete only

Concerns or issues not appropriate to discuss with a coach/advisor:

- Team strategy
- Play calling
- Anything about student-athlete of whom you are not the parent, guardian, or caregiver

It is very difficult to accept when your child is not playing as much as you may hope or want. Coaches are supposed to be caretakers and teachers too. They make judgment decisions based on what they believe to be best for the team and the student-athlete's involved. As you have read on the list above, certain things can and should be discussed with the coaching staff.

Parents SHALL not:

1. Confront the coach immediately before or after practice
2. Confront the coach immediately before or after a game or scrimmage

Coaches are teachers. A parent would not walk into a classroom during class time and yell at the teacher about a poor grade, so please do not confront the coach in a public setting. **There are better ways and times to communicate and have your concerns addressed.** Practices and games are often highly emotional times for everyone involved - players, coaches, and parents. Meetings and concerns do not typically get resolved well during these emotional times.

What to do if the meeting with the coach did not provide satisfactory resolution:

Refer to the Student-Athlete/Parent Uniform Grievance or Compliant Procedure.

Bus Transportation:

All student-athletes must come back to PCHS on the designated team bus unless you have received pre-approved for the student-athlete not to do so. Any athletes who wish to get a ride home from a parent, guardian or other student-athlete parent must have pre-approval at least 24 hours in advance from the Assistant Principal in charge of athletics.

PARENT/STUDENT-ATHLETE COMPLAINT PROCEDURE

At PCHS every effort is made to resolve a student-athlete or parent/guardian complaint or concern directly with the coach/advisor involved. However, if the student-athlete, parent or guardian issue is not resolved, or if the parent/guardian or student-athlete feels he/she has been subjected to abuse or other unfair tactics by the coach after meeting with the coach/advisor, then the individual should immediately contact the Athletic Director or Assistant Principal of Athletics (AP Athletics).

A PCHS Athletic Department Concern Form should be submitted to the Athletic Director with the complaint or concern fully explained, including the possible resolution to the issue. PCHS Athletic Department Concern Forms can be obtained from the PCHS Main Office, Athletics Department Office, or **online at** http://www.palihigh.org/apps/pages/index.jsp?uREC_ID=683673&type=d&pREC_ID=1113541 The AP of Athletics will review a submitted PCHS Athletic Department Concern Form within 48 hours. The complainant should receive written or verbal communication from the AP of Athletics acknowledging receipt of a “Concern Form” within 48 hours.

If the concern is not resolved after review by the AP of Athletics, it should then be submitted in writing to the PCHS Executive Director & Principal with an explanation of the complaint or concern, any solutions that were offered by the AP of Athletics, and what possibly could be done to better resolve the issue. The AP Athletics will submit in writing a report of complaint findings, along with solutions that have been offered to resolve the complaint or issue to the ED-Principal.

If the grievance is still not resolved, the student, parent, or guardian, upon two (2) business day’s prior notice, shall have the right to present a written and/or oral grievance to the Board of Trustees during the Board’s next regular meeting. The Board of Trustees will notify the student-athlete and the student-athlete’s parent/guardian in writing of its decision within ten (10) school-business days following the meeting.

While the Complaint Review process is underway ALL parties involved shall respect the confidentiality of the process and refrain from discussing the complaint publically at all times. Failure to do so may be warrant disciplinary action.

RESPONSIBILITY OF STUDENT-ATHLETES WHO WILL BE MISSING CLASS ASSIGNMENTS OR TESTS DUE TO PARTICIPATION IN ATHLETICS

If a student-athlete has advanced knowledge that he/she will be missing class assignments or tests, the student-athlete is advised to make advanced arrangements with the teacher to make up the assignments and tests. It is the student-athlete's responsibility to obtain the missed classroom instructional material. Student-athletes are advised to turn in assignments and/or take the test in advance of the missed class if at all possible. In all cases, refer to the teacher's make up policy (see class syllabus)

PCHS MAKE UP WORK POLICY

Students shall be given the opportunity to make up (or C at the teacher's discretion be excused from) schoolwork that was or will be missed because of an excused absence or a suspension. The student shall receive full credit if the work is turned in according to a reasonable make-up schedule as determined by the teacher. The tests and assignments may differ from the tests and assignments that the pupil missed during the absence.

It shall be at the discretion of the individual teachers to allow or not allow students who miss school work, because of unexcused absences, the opportunity to make up missed work.

NOTICE TO PARENTS/GUARDIANS OUT OF SEASON TEAMS

Per CIF rules, Palisades Charter High School does not sponsor any out of season athletic teams, nor do such teams have sanction for these activities from the California Interscholastic Federation, Los Angeles City Section, or PCHS.

Participation on out of season athletic teams is a voluntary and private activity on the part of students. The school is not responsible for the supervision, transportation, or conduct of these out of season athletic competition activities. The school is not responsible for injuries that might occur while participating on out of season athletic teams.

An out of season athletic team may be coached by a regular school employee, however, such coach is not employed by the school in the capacity of an out of season

athletic team coach, and the coach is serving either as a private individual or employee of an agency other than the school district.

SPECTATOR EXPECTATIONS

We strongly encourage your active, positive support of your child, and look forward to your attendance at the games and other sponsored activities. The concept of sportsmanship, however, must be taught, modeled and reinforced by adults. The parents/guardians of athletes must maintain self-control and demonstrate proper perspective as it relates to winning and losing. It is important to remember that an athletic contest is **ONLY A GAME**. Accordingly, we expect all parents/guardians and spectators who attend games to abide by the following:

- Please show respect for others by refraining from booing or shouting/yelling derogatory comments or remarks from the stands towards our opponents, coaches or officials. Personal insults or abusive, foul language will not be tolerated.
- Parents shall not confront or seek to conference with coaches or officials during or immediately after games, except in cases of injuries or emergency medical treatment for their child.
- Conferences with the Coach to discuss or critique their game preparation, coaching strategy, or the status of other players **will not be held**. Any conference to discuss your child's status must be scheduled with the Coach in advance.
- Other forms of behavior that are disruptive to the game or others' enjoyment of the game will not be allowed. This includes, but is not limited to, approaching the bench area while the game is in progress, or attempting to coach your child or direct other players during games or practice.
- Spectators, including parents, who, in the judgment of the onsite administrator, behave in ways that are inappropriate and in violation of the CIF guidelines and/or this contract will be warned about the behavior first, then asked to leave the competition immediately if it continues. If this becomes a continual issue you may jeopardize your ability to attend school activities/contests.

PCHS COLLEGE CENTER

All volunteer counselors have completed the UCLA College Counseling Certificate Program.

Phone: (310) 230-6643

Fax: (310) 230-7288

palicollege@aol.com

Other Useful Links

Use the following links to access information of interest to you. However, **please note that when you are leaving the PaliHigh.org website to link to one of these or other sites, PCHS is not responsible for the content of those sites.**

- For information about the Eligibility Index for University of California schools (UCs), go to www.universityofcalifornia.edu/admissions/scholarshipreq
- To access information about the UC A-G Course Lists, go to <http://admission.universityofcalifornia.edu/freshman/requirements/a-g-requirements/>
- To research admissions requirements and procedures for California State University schools, go to www.csumentor.edu
- For Santa Monica College course information, go to www.smc.edu
- To learn more about how to make your dream of playing college sports come true, go to www.athleticinspiration.com
- To register for the SAT, go to www.collegeboard.com
- To register for the ACT, go to www.actstudent.org
- For NCAA and collegiate athletic eligibility information, go to:



**IMPORTANT INFORMATION FOR PROSPECTIVE
COLLEGE-BOUND STUDENT-ATHLETES**

Link to NCAA Eligibility Center College-Bound Student-Athlete

<http://www.ncaapublications.com/productdownloads/CBSA.pdf>

Link to NCAA Student-Athlete Eligibility and Recruiting Guidelines:

<http://www.ncaapublications.com/productdownloads/CBSA.pdf>

Covers the following information:

- [Information for College-Bound Student-Athletes and Parents](#)
- [Eligibility](#)
- [Recruiting](#)
- [International Student-Athletes](#)
- [Student-Athlete Reinstatement](#)
- [Drug Testing](#)
- [\(Sub\) Committee for Legislative Relief Waivers \(SLR/CLR\), formerly known as ARS](#)
- [Agents and Amateurism](#)
- [Sportsmanship](#)
- [Sports Wagering](#)
- [Division I Financial Aid Information](#)
- [Chalk talk with the Eligibility Center](#)