



**LITTLETON  
PUBLIC  
SCHOOLS**

**HIGH SCHOOL  
STUDENT ATHLETE  
HANDBOOK**

**and**

**ATHLETIC CODE OF  
CONDUCT**

*Effective July 2018*

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# LPS Athletic Philosophy

Welcome to Littleton Public Schools and congratulations on your choice to participate as a member of an outstanding athletic program. Littleton Public Schools consists of a proud, successful group of student athletes led by committed and knowledgeable coaches, athletic trainers, and administrators. The High School Student Athlete Handbook and Littleton Public Schools (LPS) Athletic Code of Conduct was developed with input of parents, teachers, coaches, and administrators so that student athletes and their parents may understand important information and the conditions relating to athletic participation in Littleton Public Schools. It is the intent of all members of each school's athletic department and administration for athletics to be an enriching and healthy experience for student athletes in which physical, mental, and social growth take place through interscholastic competition.

**Participation in Littleton Public Schools athletic programs is a privilege. With this privilege come certain responsibilities since student athletes represent Littleton Public Schools in the classroom, in the hallways, in the athletic arena, and in the community. The Athletic Code of Conduct is in effect 365 days of the year, 24 hours a day, and 7 days per week.**

Littleton Public Schools believes interscholastic athletics are an integral part of a student athlete's total educational experience. The success of our athletic programs is based on our student athletes' abilities to balance their participation with their academic requirements. Academic achievement comes first. In athletics, our goal is to provide a safe, structured environment where student athletes can develop responsibility, work ethic, trust and

This document serves to inform students and parents about the guidelines, policies, and regulations of the Colorado High School Activities Association (CHSAA) and the Littleton Public School District. It explains expectations for athletes at each high school. One of the primary roles of the high school athletic department is to oversee the conduct of our student athletes. We urge parents to take an active part in the guidance and supervision of their son or daughter while supporting the schools in our endeavor to develop positive and productive citizens.

## **STUDENT ATHLETE HANDBOOK**

### **Academic Eligibility**

According to CHSAA guidelines (Plan A), a student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit.

In converting Littleton Public Schools' credit hours into Carnegie units of credit, allow one-half unit (.50) per semester for 3, 4, and 5-hour semester classes and one-fourth unit (.25) for 2-hour semester classes.

Academic eligibility is monitored on a weekly basis. If a student athlete is failing more than .50 Carnegie units, he/she will not be able to participate in all contests the following week (Monday–Saturday). A student has the opportunity to regain eligibility the following week by improving his/her academic standing. The student athlete may participate in practice at the coach's discretion, but will not wear a uniform during the period of ineligibility.

If, at the end of a semester, a student has failed more than the equivalent of .50 Carnegie units, then he/she will be ineligible for, at least, the first nine weeks of the following semester.

### **Athletic Eligibility**

All student athletes must be eligible under policies established by the Colorado High School Activities Association (CHSAA). These policies can be found on their website at [www.chsaa.org](http://www.chsaa.org). Important policies include, but are not limited to, **Article 17** – General Eligibility including 1760 – Age; 1770 – Semesters of Attendance; 1780 – Physical Examination and Parental Consent; and **Article 18** – Residence including 1800 – Transfer. Other policies of interest include **Article 19** – Recruiting, **Article 20** – Amateur Standing, and **Article 21** – Outside Competition/Practice. Student athletes and their parents are encouraged to become familiar with these CHSAA policies.

### **Lettering Requirements**

Lettering requirements will be established and communicated by each varsity coach. Lower level teams receive certificates of participation.

### **Fees**

\$135 per sport/athlete; \$270 maximum per athlete/ per year; \$405 maximum per family per year.

The participation fee is required for all student athletes. It will not be charged if the student athlete does not make the team or if they choose not to participate prior to the first contest.

## **Required Paperwork**

The athletic participation packet must be submitted to and approved by the Athletic Department prior to participation in practice or competition each season.

## **National Collegiate Athletic Association (NCAA) Clearinghouse**

All students, both general education and special education, who are considering athletic competition at a Division I or II college institution must meet the NCAA Clearinghouse requirements. Student athletes may access the NCAA website ([www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)) to get further information. The list of Littleton Public Schools' classes which have been approved by the NCAA Clearinghouse is available in the Post-Grad Center, from the student athlete's counselor, and on the NCAA website. Student athletes and their parents are encouraged to notify their coach and their counselor of their post-graduation plans.

## **Sportsmanship**

Since athletics must operate within the framework of sound educational principles, it follows that:

1. Athletic teams in Littleton Public Schools come under the jurisdiction of and are required to abide by the rules of the Colorado High School Activities Association, so that all athletes may compete under identical standards.
2. Those who take advantage of the privilege to participate in athletics, either as an athlete or spectator are expected to conduct themselves in a manner that does not detract from the educational environment.

3. Competitors, coaches, officials, and spectators enter into competition knowing that errors are a normal part of an activity and are likely to happen. Anyone can make a mistake.

4. Although winning is certainly an admirable goal, it is hollow if it comes at the expense of morals, ethics, and just plain common sense. The following spectator behavior is expected.

5. Littleton Public Schools encourages parents, fans and spectators to contribute to a positive youth sports culture so that student athletes will have fun and learn positive character traits to last a lifetime.

***FANS AND SPECTATORS ARE EXPECTED TO:***

- Stand and remove head gear during the National Anthem.
- Maintain self-control at all times while conducting themselves as responsible citizens.
- Show respect for opponents in every way possible.
- Always be positive in support of their teams.
- Recognize and acknowledge good performances made by both teams.
- Respect officials and accept their decisions.
- If other spectators yell at officials, gently remind them to honor the game.
- Be humble and not boastful in victory and gracious and not bitter in defeat.
- Leave the site of an activity—including the parking lot—as soon as possible after the activity is completed.

Spectators may be asked to leave contests or may be banned from future contests if these expectations are disregarded.

## **Admission Prices**

The Centennial and Continental Leagues establish admission prices for all league contests: Adults – \$5; Students– \$3

Non-league and tournament prices will vary. Ticket prices for all post-season contests including district, regional, and state contests are set by CHSAA.

## **Maps**

Directions to all high schools in Colorado can be found at [www.chsaa.org](http://www.chsaa.org).

## **Notification**

The Student Athlete Handbook and the LPS Athletic Code of Conduct will be posted on the LPS district website and each school's website. Each student athlete and his or her parent/guardian will sign to agree to abide by the LPS Athletic Code of Conduct as a requirement of participation.

## **Non-Discrimination Statement**

*Littleton Public Schools does not discriminate on the basis of race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability, or need for special education services. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:*

*Mike Jones, Assistant Superintendent of Human Resources  
Littleton Public Schools  
5776 S. Crocker  
Littleton, CO 80120  
303-347-3375*

*Melissa Cooper, Director of Special Education and Student Support Services  
Littleton Public Schools  
5776 S. Crocker  
Littleton, CO 80120  
303-347-3472*

## LITTLETON PUBLIC SCHOOLS ATHLETIC CODE OF CONDUCT

The Littleton Public Schools (LPS) Athletic Code of Conduct establishes standards by which student athletes are expected to conduct themselves as representatives of Littleton Public Schools. Parents are expected to discuss these regulations and consequences with their student athletes so that informed and appropriate decisions about behavior are made.

It is imperative that students and parents understand that the Littleton Public Schools Student Code of Conduct and the LPS Athletic Code of Conduct are two separate sets of standards. The LPS Athletic Code of Conduct, which is written specifically for student athletes, is intended to be used concurrently with the LPS Student Code of Conduct, but the two codes differ procedurally and substantively. If a student athlete is suspended for a violation of the LPS Student Code of Conduct, then the student athlete will not be permitted to practice or participate in contests during the suspension. If the same misconduct also constitutes a violation of the LPS Athletic Code of Conduct, then the student athlete will be penalized accordingly.

The LPS Athletic Code of Conduct sets a high standard because of the school district's desire to help protect the health, safety and welfare of all students and community members. The LPS Athletic Code of Conduct applies to **all** athletes. A student is deemed to be an athlete for purposes of the LPS Athletic Code of Conduct once the student is notified by the coach/designee that the student has made his/her first team. Thereafter the student is deemed to be an athlete for the remainder of his/ her high school career. This also includes all athletes "in season" as well as those athletes whose season has been completed but who intend to compete in subsequent seasons or sports. The strenuous nature of athletics and the rigors of competition demand that a high standard of behavior on the part of student athletes be maintained at all times. Furthermore, the LPS Athletic Code of Conduct provides parents with support in dealing with potential problems with their student, and it provides incentive for the athlete to deal appropriately with negative peer pressure.

The LPS Athletic Code of Conduct applies to behavior that takes place **ON OR OFF** school grounds. These violations may take place at **ANY TIME** during the student's enrollment at Littleton Public Schools, including the off season as well as the summertime. The LPS Athletic Code of Conduct will be in effect 24 hours a day, 7 days a week, for 365 days a year. It applies to all athletes, whether in season or out of season, on or off school property including, but not limited to, school sponsored/sanctioned events on or off campus, and private activities or events. When off-campus or private behaviors are proven to violate District Policy and/or the LPS Athletic Code of Conduct, then consequences will follow if brought to the attention of the athletic director.

Consequences for violating the LPS Athletic Code of Conduct will be in effect for non-league, league, district, regional, and state contests and championships. With regard to suspensions from contests, scrimmages do not count as contests. **Consequences of athletic code violations will carry over from school year to school year and will be in effect for the duration of the athlete's high school participation.**

This means the student's record of LPS Athletic Code of Conduct violations will follow him/her from one sport to the next, from one year to the next, as well as from one LPS school to another.

## Types of Violations

### 1. Drug or Alcohol Use, Possession, or Distribution

Student athletes are not to (regardless of quantity) use, possess, sell, distribute, or exchange any amount of alcohol, drugs, other controlled substances or drug paraphernalia or be under the influence of alcohol, drugs or other controlled substances.

#### First Violation

The student athlete shall be suspended for the following portion of his/her competitive season immediately and consecutively:

<i>Baseball</i>	<i>4 contests</i>
<i>Basketball</i>	<i>5 contests</i>
<i>Cheerleading</i>	<i>4 contests</i>
<i>Cross Country</i>	<i>2 contests</i>
<i>Football</i>	<i>2 contests</i>
<i>Golf</i>	<i>36 holes</i>
<i>Gymnastics</i>	<i>2 contests</i>
<i>Lacrosse</i>	<i>3 contests</i>
<i>Poms</i>	<i>4 contests</i>
<i>Soccer</i>	<i>3 contests</i>
<i>Softball</i>	<i>4 contests</i>
<i>Swimming</i>	<i>2 contests</i>
<i>Tennis</i>	<i>2 contests</i>
<i>Track</i>	<i>2 contests</i>
<i>Volleyball</i>	<i>4 contests</i>
<i>Wrestling</i>	<i>5 points</i>

The suspension shall be served immediately and consecutively during the next competitions or in the first contests of the season if the violation occurs in the off-season or summertime. If the season ends before the full suspension is served, the remaining suspensions shall be **proportionally applied** to the next sport or season by the athletic director.

## Second Violation

For the second violation within the student athlete's high school enrollment, the student athlete shall be suspended for the following portion of his/her competitive season immediately and consecutively:

<i>Baseball</i>	<i>9 contests</i>
<i>Basketball</i>	<i>11 contests</i>
<i>Cheerleading</i>	<i>10 contests</i>
<i>Cross Country</i>	<i>5 contests</i>
<i>Football</i>	<i>5 contests</i>
<i>Golf</i>	<i>99 holes</i>
<i>Gymnastics</i>	<i>5 contests</i>
<i>Lacrosse</i>	<i>7 contests</i>
<i>Poms</i>	<i>10 contests</i>
<i>Soccer</i>	<i>7 contests</i>
<i>Softball</i>	<i>9 contests</i>
<i>Swimming</i>	<i>5 contests</i>
<i>Tennis</i>	<i>5 contests</i>
<i>Track</i>	<i>5 contests</i>
<i>Volleyball</i>	<i>9 contests</i>
<i>Wrestling</i>	<i>15 points</i>

The suspension shall be served immediately and consecutively during the next competitions or in the first contests of the season if the violation occurs in the off-season or summertime. If the season ends before the full suspension is served, the remaining suspensions shall be **proportionally applied** to the next sport or season by the athletic director.

## Third Violation

If a third violation occurs, within the student athlete's high school enrollment, the student athlete will be suspended from **all** athletic participation for 365 consecutive days from the date of the violation.

### **Fourth Violation**

When a student athlete violates the drug and alcohol policy for a fourth time during their high school enrollment in Littleton Public Schools, he/she shall not be allowed to participate in athletics for the remainder of the student's enrollment in Littleton Public Schools.

## **2. Being in the Presence of Others Using, Possessing or Distributing Drugs or Alcohol**

In situations where a student is not found to be in possession or under the influence, but is knowingly associating with another person or persons while they are unlawfully using or possessing alcohol, drugs, or other controlled substances and has reason opportunity to leave the situation, consequences may be applied. This regulation applies to circumstances that take place **ON OR OFF** school grounds and at **ANY TIME** during the student's high school enrollment in Littleton Public Schools, including the off season as well as the summertime.

The consequence for the first violation shall be suspension from one contest. Any subsequent violations shall result in suspension from competition as stated in Section 1, Drug or Alcohol Use, Possession, or Distribution, on pages 9 through 11 of this booklet.

This regulation shall not apply to circumstances where the student athlete is present at places where alcohol is being legally consumed.

### **3. Tobacco Use, Possession, or Distribution**

Use, possession, or distribution of tobacco or tobacco products, in any form, is prohibited. The consequence for the first violation of tobacco use, possession or distribution will be suspension from one contest. The consequence for the second violation will be suspension from two contests. The consequence for third violation will be suspension from three contests. The consequence for the fourth violation will be subject to review by the athletic director. The athletic director will decide the appropriate penalty for the athlete taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the athlete and any other relevant factors.

### **4. Unlawful or Delinquent Behavior**

An unlawful or delinquent act is a violation of any civil or criminal statute, ordinance, regulation or court order (except for minor traffic offenses) including, but not limited to civil rights violations, theft, vandalism, destruction of property, or other misdemeanors and felonies as defined by the Colorado Criminal Code. An athlete who pleads guilty, is found guilty, or found to have committed a delinquent act by any court of law, pleads no contest to or dispositions through a settlement and charged with an unlawful act is also subject to sanctions in accordance with the LPS Athletic Code of Conduct. Notwithstanding the foregoing, the athletic director reserves the right to determine whether the athlete committed an unlawful or delinquent act rather than to be bound necessarily by the decision of the courts or others. Incidents involving athletes either directly or as an accomplice will be subject to review by the athletic director. The athletic director will

athlete taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the athlete and any other relevant factors.

## **5. School Suspension**

Athletes who are suspended from school under the LPS Student Code of Conduct are prohibited from participation in practices and interscholastic events during the length of the suspension.

## **6. Attendance–Truancy**

The high school administration and coaching staff recognize that attendance at school is critical to a student athlete's success in the classroom, much the same as attendance at practice is essential. Student athletes are expected to attend all of their classes and avoid truancy. The coach and/or the administration reserve the right to limit athletic participation in cases of truancy or non-attendance at school or at practice.

## **7. Unsportsmanlike Conduct and Other Unacceptable Behavior**

Unsportsmanlike conduct and other unacceptable behaviors not specifically covered in the LPS Athletic Code of Conduct, but which are contrary to the spirit of the LPS Athletic Code of Conduct, are subject to an appropriate penalty at the discretion of the athletic director and/or the principal, taking into consideration the seriousness of the offense, any harm or injury to person or property, the remorse of the athlete and any other relevant factors.

## **8. Hazing**

The LPS Code of Conduct defines hazing as “engaging in or planning any form of verbal or physical hazing or initiation of other students. Hazing includes, but is not limited to, forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior that recklessly endangers the health or safety of an individual or is likely or intended to cause personal degradation or disgrace for purposes of initiation into any student group.” It is the responsibility of parents and students to prevent any occurrence of hazing and to report any knowledge of hazing to school authorities. According to the Code of Conduct, the principal may suspend or recommend expulsion for a student who engages in hazing.

## **9. Violation of Team Rules and Regulations**

Coaches may establish reasonable rules and regulations, subject to the approval of the athletic director, for behavior not otherwise specified in the LPS Athletic Code of Conduct. Coaches may determine reasonable penalties for violation of team rules and regulations subject to the review of the athletic director.

### **Unusual or Special Circumstances**

*Notwithstanding consequences for violations prescribed in the above paragraphs, the principal has the discretion to reduce the penalty when unusual or special circumstances warrant such a reduction.*

## **New Enrollees/Transfer Students**

New enrollees, including transfer students, with prior violations at non LPS schools will be considered to have violated the LPS Athletic Code and therefore will be subject to applicable consequences for any additional violations as provided in the LPS Athletic Code of Conduct. This also applies to students transferring to high schools within the LPS system.

## **Due Process and Appeal Process**

Student athletes will be provided due process. The student athlete is entitled to be informed of the charges against him/her, and an informal meeting where he/she has an opportunity to be heard before the athletic director. The athletic director shall render a written decision within one school day of the meeting. A student athlete and his/her parent(s) may appeal the athletic director's decision to suspend to the building principal, in writing, within one school day of the athletic director's decision to suspend. The principal shall render his/her decision within four school days of the consideration of the appeal. A suspension may be deferred pending the outcome of an appeal at the discretion of the athletic director, the principal, or the Director of Secondary Education/District Athletic Director. The principal's decision will be final unless the suspension is for 50% or more of the season. In such a case, the student athlete and his/her parents may appeal within five school days to the Director of Secondary Education/District Athletic Director whose decision will be final.

# Concussion



- ✓ Don't hide it
- ✓ Report it
- ✓ Take time to recover

# **PROTOCOL FOR CONCUSSION MANAGEMENT**

## **Background Information**

There has been ongoing concern regarding appropriate response to a potential concussion, leading to the 2011 Colorado Senate Bill 11-040, the Jake Snakenberg Youth Concussion Act, C.R.S. 25-43-101. This legislation specifies requirements related to concussion management. What follows is the Littleton Public Schools (LPS) protocol for District response to a potential concussion during an athletic activity.

## **Basic Principles**

- Each LPS high school will follow the same standard protocol for concussion management which will apply to all sports.
- Any decision related to athlete removal or return to practice or play will be made with the priority for student safety.
- Any decision regarding removal or return to practice or play is ultimately the responsibility of the head coach or coach with primary supervisory responsibility for that activity.

## **Baseline Testing**

ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) is a scientifically validated computerized concussion evaluation system. It is one of the many tools used by the health care professional to determine the significance of the concussion and readiness for return to activity.

Baseline testing on all athletes will be performed every two years. It is the responsibility of each designated coach and the athletic trainer to organize the baseline testing at the beginning of the competitive seasons. The ImPACT testing will be provided to each athlete at no charge. The database will be maintained and updated by the designated personnel for each high school. All of the ImPACT baseline scores are stored electronically and will be shared across LPS high schools if an athlete changes school or is on a combined team that represents more than one high school.

### **On-Field or Sideline Concussion Management**

If a coach suspects that an athlete has sustained a concussion following an observed or suspected blow to the head or body in a game or practice, the following standard protocol will be used:

1. The player should be medically evaluated onsite using standard emergency management principles and particular attention should be given to excluding a cervical spine injury.
2. The appropriate disposition of the player must be determined by the trained, assigned staff in a timely manner. If there are concerns about the athlete's medical condition, the player should be safely removed from practice or play.
3. Once the first aid issues are addressed, then an assessment of the cognitive and physical parameters associated with possible concussive injury should be made. This assessment should be performed by the coach or other responsible party who will evaluate the athlete for clearance to practice or play. Concussion should be suspected in the presence of **any one or more** of the following:

- physical symptoms (such as headache)
- physical signs (such as unsteadiness), or
- impaired brain function (e.g. confusion) or abnormal behavior

If **any one or more** of these signs or symptoms are evident, the coach or assigned staff shall assume a concussion and the athlete will not be returned to practice or play that day until the assessment in paragraph 4 below is concluded.

4. The assigned staff responsible for sideline coverage should continue with the concussion examination using the standard assessment protocol, i.e. the Sport Concussion Assessment Tool. Following this concussion examination, if the coach suspects that the athlete has a concussion, the player will not be allowed to return to practice or play on the day of injury and will be monitored by assigned staff until the parent/guardian can assume supervision.
5. The parent/guardian will be informed of the suspicion of a concussion. It is the responsibility of the parent/guardian to obtain follow-up medical care.
6. The student athlete suspected to have a concussion must have written medical clearance from a licensed health care provider in order to practice or play.
7. If the licensed health care provider, as defined in C.R.S. 25-43-101, concludes that the athlete did not suffer a concussion the athlete will be allowed to return to practice and play.

8. Coaches, at their discretion, will continue to monitor the athlete for a reasonable period of time.

### **Post- Concussion Management**

It is commonly recognized that following a concussion, while the athlete may indicate no symptoms, caution should be followed and exercise used as a “symptom stress test” to determine whether an athlete is ready to return to play. Any athlete medically diagnosed with a concussion must follow the Protocol for Post Concussion Management before return to practice or play.

### **Protocol for Post-Concussion Management**

1. No practice or physical exertion 24-48 hours post-injury
2. ImPACT testing using the established protocol three days after injury with scores compared to baseline. The post concussion test should be delayed until the 72 hours (three days) so not to stress the already compromised cognitive system. Not every athlete will demonstrate impairment on all indices of the ImPACT test and the individual test performance of the athlete may depend on a number of factors that include type of blow to the head, site of the blow, and the athlete’s individual history. Retesting on ImPACT should be done again every seven days until scores are within normal limits. If the athlete fails the ImPACT test with four attempts, a medical specialist referral is necessary. Once back to baseline, the athlete’s testing is no longer needed.

## Protocol for Return to Practice or Play

Athletes should not be returned to practice or play the same day of injury. In order for consideration for return to practice or play, the athlete must:

- Be medication free for symptom management
- Be functioning back to baseline academically
- Have ImpACT neurocognitive scores that are not significantly discrepant from baseline. If the baseline score is not available, comparison to national norms will be performed.
- Be symptom-free in all areas
- Have written medical clearance to return to play from a licensed health care provider.

Once these have been achieved, the Zurich guidelines for returning to play will be followed. These guidelines involve a systematic progression towards increased exercise and return to play. There should be approximately 24 hours (or longer) for each stage. If symptoms recur during any step, return to the previous step, wait 24 hours and try again.

### Zurich Guidelines

<b>Day 1:</b>	Rest until asymptomatic (Physical and mental rest)
<b>Day 2:</b>	Light aerobic exercise
<b>Day 3:</b>	Sport specific training drills: (such as sprinting/cutting, conditioning with the team, sport specific exercises)
<b>Day 4:</b>	Non-contact drills with the team, conditioning, sport specific exercises and light resistance training
<b>Day 5:</b>	Supervised full practice (The athlete should be specifically monitored at the end of practices and scrimmages)
<b>Day 6:</b>	Full participation in games and practices

It is ultimately the head coach's decision whether to return an athlete to practice and/or play. If there is a disagreement with the coach's decision, the athlete will be afforded the opportunity to appeal the decision according to the Appeal Process outlined in this Athletic Code.

\*Additional information related to this concussion management protocol can be obtained through the high school athletic director's office.