

**Thomas Jefferson Classical Academy:  
A Challenge Foundation Academy  
2017-2018**



**Student/Parent  
Athletic Handbook**

**Gary S. Blake - Principal**

**Mike Caldwell - Athletic Director**

**SECTION I:**

**Introduction**

The purpose of this handbook is to establish a common understanding among parents, students, and coaches of the policies, procedures, and philosophy that guide the program of interscholastic athletics at TJCA-CFA.

Students at TJCA-CFA are challenged with a rigorous academic program. In addition, they participate in a wide variety of extracurricular activities from which they gain a valuable perspective about themselves and life beyond the classroom. To provide these important experiences for its students, TJCA-CFA fields 33 interscholastic teams for grades 6 through 12.

This handbook is organized to provide helpful information about TJCA-CFA's athletic program and the responsibilities and privileges of students who participate in athletics. While it is not possible to find answers to every question in this handbook, you should find it to be a useful reference guide.

All questions pertaining to student eligibility and athletic department policy should be brought to the attention of the athletic director. Questions regarding a specific sport or team should be directed to the head coach. A directory of coaches can be found on the TJCA-CFA website.

**Mission**

The philosophy of the Athletic Department is directly related to the mission statement of the school. The Athletic Department offers programs at the middle school, junior varsity, and varsity levels that foster the same values of integrity, respect, responsibility, and participation that are embodied in the classroom. We strive to develop a well rounded student-athlete with balance and objectivity.

The goal of our coaching staff is to cultivate a positive attitude and team environment in which our athletes are challenged to achieve their highest potential in all aspects of their development. Tryouts are held and if necessary cuts are made at all levels in the various sports where the natural break in talent exists. Team size is limited for all sports. TJCA-CFA embraces the philosophy of encouraging students to participate on multiple sports teams rather than focusing on one sport and playing it year round. The middle school teams promote the fundamentals of the sport as well as the rules and basic strategies of the overall program.

Each participant will have the opportunity to work on these skills in regular season contests on a weekly basis. The junior varsity teams continue to emphasize the fundamentals and begin to put participants in a role where they will have success as they move through the program. Student-athlete will be in a more competitive environment and will have the opportunity to demonstrate individual skills based on their development throughout the season. Player improvement is expected as is a greater sense of team achievement. Teams utilize each student-athlete's skills in a position that is best suited to give the team the best opportunity to be successful.

The coach will put the best team possible on the field/court to represent the school at the varsity level throughout district, regional, and state competition. The lessons that can be learned from athletic participation are invaluable and help in the overall development of the individual. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics also plays an important part in helping the individual student develop a healthy self-image as well as a healthy body. Participation on the interscholastic teams is a privilege, and adds to our school spirit and helps all students, spectators, and participants develop pride in our school.

## **NCHSAA**

TJCA-CFA is a member of the North Carolina High School Athletic Association, which is the governing body for high school athletics. You can view their bylaws and policies on their website; [www.nchsaa.org](http://www.nchsaa.org). Questions pertaining to NCHSAA rules and regulations should be directed to the Athletic Director.

## **SECTION II:**

### **Student Eligibility/Participation**

Participation in extracurricular activities, including athletics, is a valuable part of the TJCA-CFA experience for both middle school and high school students. In order to participate in athletics or other extra-curricular activities which involve extensive out of school commitments, students must meet the criteria outlined in Policy 3210: Academic Probation and Extracurricular Eligibility.

*Coaches/advisor teachers, and parents will work collectively to support the student/athlete in the following ways:*

- 1. Coaches/advisor will emphasize the importance of attending tutoring and will not penalize a student/athlete for joining a practice session late. It is recommended that athletes will notify coaches in advance that they will be late for practice due to tutoring.*
- 2. Teachers will do their best to accommodate alternative tutoring times when games conflict, but it is the student's responsibility to arrange any alternative times with the teacher. The teacher cannot be obligated to offer additional times beyond the regularly scheduled tutoring sessions.*
- 3. Parents must commit to checking Powerschool grades daily to help support student athletes. Parents may have to drive a student/athlete separately to a game if the team bus leaves prior to 4PM on the day of mandatory tutoring.*

NOTE: Winter and spring tryouts begin prior to the trimester end dates, if eligible, students may tryout for a sport, but the student must continue to meet the requirements in Policy 3210 to continue to participate in that activity after the trimester ends dates (Typically the 60th and 120th days of each school year).

### **NCHSAA Athletic Eligibility**

1. Each student shall have four consecutive years of eligibility beginning with the date he/she first enters the 9th grade. Four years from the date he/she entered 9th grade a student shall become ineligible for all interscholastic sports.
2. Students in grades 6, 7, and 8 may participate in sports for one year only in each grade.
3. No student may be approved for any athletic contest if his or her 19th birthday comes on or before August 31st.

## **SECTION III:**

### **Required Forms.**

1. Physical form: all students are required to have a yearly physical by a physician, nurse practitioner or physician assistant. TJCA-CFA will provide a day in May each year for free physicals. Only NCHSAA's form will be accepted.
2. Parent/Student NCHSAA Consent Form: both student and parent are required to sign this form in order for the student to participate.

3. Emergency Medical Authorization: this form must be completed every year of enrollment at TJCA-CFA. Any change to information on this form will be the responsibility of the parent.
4. NCHSAA heat related illness and concussion form: Must be completed each year.
5. All forms must be received in the Athletic Office one business day prior to the student engaging in practice.

### **Return to Play Policy**

1. Any student who suffers a concussion or loss of consciousness during a practice or contest may not resume athletic participation (practice or play) until the following criteria is met:
  - a. Symptom free for 3 days
  - b. Written clearance from treating physician
2. Any student under a physician's care for an extended illness or injury other than a concussion, which results in loss of time from school or athletic competition, must provide a note from that physician clearing him/her to return to play without restriction to athletic competition.

### **Transfer Students.**

- Students will be eligible in the school in which he/she first enrolls each school year or at the school at which he/she becomes a candidate for an athletic team by engaging in a practice that begins prior to the start of the school year.
- Students entering grades 10-12 are required to complete NCHSAA Transfer Eligibility Form prior to participation in any sport.
- Transfer Policy: After initial entry into the ninth grade, and absent a bona fide move as provided in the Residence section of this Handbook (See 1.2.9 NCHSAA Handbook):
  - A student transferring from one member school in one LEA to another member school in a different LEA must sit out two consecutive semesters, or 365 days, whichever is less, for athletic participation. NOTE: A student's participation in cheerleading is not subject to the NCHSAA Transfer Policy.
    - (1) By mutual agreement that the transfer is not for athletic purposes, a student's first transfer from LEA to LEA, and absent a bona fide move, is not subject to the NCHSAA Transfer Policy.
      - (i). Absent mutual agreement, and in consideration of the above, exceptions for immediate athletic eligibility for transfers from one LEA to a different LEA will be heard by a NCHSAA Transfer Committee.
      - (ii) The NCHSAA Transfer Committee will be composed of the NCHSAA Executive Committee and at least one non-district affiliated member school representative.
    - (2) The two-consecutive semester application occurs when a student is enrolled for at least 50% of the semester in which the student initially enrolled and all of the following semester.
    - (3) Students transferring to the same member school where the student's coach has relocated within a calendar year will be deemed ineligible in any sport in which the coach is involved.
    - (4) A student may not participate in practices or workouts, in-season or out-of-season, until the student's transfer has been validated by the NCHSAA.

### **ATTENDANCE**

- **Students must adhere to the school's attendance policy in order to remain eligible.**
- **Students must be in attendance the majority of the school day in order to engage in practice or participate in a contest,** unless the student has a documented medical appointment.
- School sponsored field trips are considered an excused absence from school.

- Students are expected to attend all practices and games unless absent from school or on a school sponsored field trip.

### **Early Dismissal From School**

- We make every effort possible to limit the loss of classroom time for contests.
- Students are responsible for all work missed due to an early dismissal.
- Students should inform their teachers **in advance** when they will be missing class. Check your weekly contest itinerary for departure times from school.
- The athletic office releases the names of students to the faculty each week for early dismissal.

### **Team and Parent Organizational Meetings**

- Each Head Coach shall meet with his/her team and parents after the final team selection has taken place and before the first contest on the date and time selected by the Athletic Department.
- The Head Coach will notify all athletes and parents via email 3 days prior to this meeting date and time.
- The following items will be covered and handouts provided during the parent/player meeting by the head coach;
  1. Team Goals, Rules and Expectations
  2. Contest Schedule
  3. Practice Schedule for the first month
  4. Who to contact if unable to attend practice or game
  5. Best contact number and email for head coach
  6. Best time to schedule a meeting with coaches
  7. Spectator conduct and boundaries
  8. Parent sign up for concession, admission, announcing, contest help
  9. Pre contest meals, where to drop off food (not at Athletic Office)
  10. Contents of weekly itinerary
  11. Care and responsibility of school issued uniforms. Discuss when student can wear them to school and importance of returning all uniforms.

### **Team Rules**

- Each coach may set additional team rules as needed for his/her sport.
- Rules must be given to the athletes in writing and must apply to all team members.

### **Method of Selecting Teams**

- Tryouts are open to all academically eligible students.
- Students who cannot begin tryouts on the first day due to overlapping sports commitments will be given up to three days to try out for the team after the conclusion of the current season.
- The Head Coach must inform students cut from a team of the decision in person and private.

### **Uniforms**

- Uniforms are the property of TJCA-CFA and can only be purchased by the school.
- School colors are burgundy and gold. Uniforms may be white, burgundy, gold, or gray.
- All teams will receive uniforms on a rotational basis.
- Athletes may wear game shirts or team shirts to school **for home contests only**. During the playoffs, teams may wear their shirts whenever they have a contest.
- All uniform shirts will be completely tucked in when being worn to school or during a game.

- The Athletic Director and Head Varsity coach select the uniform style and design.

### **Practice Clothing, Pre game clothing**

- Students are not permitted to wear clothing which is revealing or has references to alcohol, tobacco, drugs, profanity, Satan , or offensive symbols.

### **Student Dress Code**

- Students will travel to and from away games in team uniforms, warm-ups, shirts and ties, or school dress code. The entire team must be dressed alike.
- Students are to look neat and clean in appearance at all times. All shirts must be tucked in and pants or shorts worn at the natural waistline.
- Students are not permitted to wear jewelry, bandannas during practice or games.
- Girls are not permitted to wear excessive makeup or revealing clothing. Undergarments shall not be visible.
- Boys must wear shirts during practices, including when running off campus.

### **Student Conduct**

As members of athletic teams or spectators at contests, students are high-profile representatives of TJCA-CFA and are expected to act in an appropriate manner. The following behavior is inappropriate and will not be tolerated:

1. Fighting, bullying, hazing, harassment, or horseplay
2. Profanity, harsh language, or obscene gestures
3. Use or being under the influence of alcohol, tobacco, or drugs
4. Conduct deemed unsportsmanlike by TJCA-CFA
5. Rude or disrespectful behavior towards coaches, opponents, fans, or officials
6. Taunting fans, opponents or officials
7. Destruction of property
8. Outbursts of anger
9. Derogatory or degrading comments

Students who exhibit any of the above behavior or any other behavior deemed inappropriate by the school may be suspended from athletic competition for one year and face school disciplinary action.

**Also, a suspension for any reason will result in the athlete being removed from the current team for the remainder of the season. Students will be allowed to tryout for future athletic teams, however if chosen they will not be allowed to participate in practice or competitions until the next trimester.**

### **Unsportsmanlike or Inappropriate Conduct**

1. Any act of unsportsmanlike or inappropriate conduct will be dealt with swiftly. If the act occurs during an athletic contest, **the student will be removed from the contest immediately.**
2. A student who strikes, curses, or threatens an official or coach during a game or at any other time because of resentment over occurrences or decisions, or who fails to maintain a standard of conduct satisfactory to the NCHSAA and/or the Principal shall be ineligible to participate in interscholastic athletics for a period of six weeks and must pay the fine assessed to the school by the NCHSSA.
3. A student who is ejected from a contest for a flagrant foul or unsportsmanlike conduct shall be ineligible to participate in any contest for one week. If no contests are scheduled during that week, they will miss the next football game or the next two contests in any other sport and must pay the fine assessed to the school by the NCHSAA.
4. Any student who acts in an unsportsmanlike manner is required to meet with the Athletic Director before resuming athletic participation.

## **Spectator Conduct**

Everyone associated with an athletic event plays an important role in seeing that standards of sportsmanship are upheld. Fans are reminded that their sportsmanship and behavior reflects upon the reputation of TJCA-CFA. Spectators should...

1. Demonstrate good sportsmanship.
2. Respect, cooperate, and respond enthusiastically to cheerleaders.
3. Censor fellow spectators who display negative behavior.
4. Respect the property of the school and the authority of school officials.
5. Never heckle, jeer, or distract members of opposing teams.
6. Never criticize the athletes or coaches for the loss of a contest.
7. Accept the decisions of the officials.
8. Refrain from second-guessing.

## **Parent and Spectator Boundaries at contests and practices**

1. Remain behind fences before, during, and after contests and practices for outdoor sports.
2. Keep off the playing courts before, during and after contests and practices for indoor sports.
3. Parents and spectators may take photographs or videotape contests from behind the fence or in the stands. Photo passes are available in the athletic office if you would like to be on the track, playing field, or court for contests.

## **Practice Schedules and Times**

Athletic practices generally begin at 4:00PM and must end by 7:30PM with the following exceptions:

- **Two-a-day** practices on any **non-school day** may not exceed **four hours in total**.
- **Two-a-day** practices on a **school day** may not exceed **three hours total**.
- Due to facility conflicts some practices times may require adjustment. Middle school teams are limited to a total of four practice-contest days per week.
- **No Sunday meetings of players or practices are permitted per NCHSAA rules.**
- **NCHSAA** policy limits the total number of hours for practices and games in one week to 18. Contests count as 3 hours.
- Students who must attend tutoring from 3-4PM are excused from practice that may begin prior to 4PM, and must join in immediately following tutoring.

## **Game Schedules**

- Head Varsity Coaches are responsible for scheduling athletic contests for all teams under their direction, including junior varsity and middle school teams.
- Teams are expected to schedule the majority of their contests within a 90-mile radius of the school.
- Only one overnight trip per sport season is permitted. Exceptions may be made if the 2nd overnight trip occurs without any loss of time from school, is during a school vacation period, and the team members cover all transportation costs.

## **Dual Sport Athletes**

- A player may not quit one sport during the season to participate in another sport.
- Students may participate in two sports simultaneously if both coaches agree, no other student is displaced or cut from a team by the dual sport participant, all conflicts pertaining to participation have been resolved, and a written schedule of the student's schedule of practices and contests is on file in the athletic office.

## Weather Issues

- **No outdoor practices or games will take place when lightning is visible or within 6 miles according to the lightning detector.**
- Cancellation of games or practices due to inclement weather will be made by the Athletic Director as soon as possible.
- Coaches will be notified of any cancellation and, in turn, coaches will notify their athletes.

## Transportation

- Only players, coaches, and managers are permitted to ride school transportation. We usually allow the Student-athlete to choose to go home with their parents since we pull students from the surrounding counties. The parent has to be present at the event and a face to face agreement with the coach must be made.
- When TJCA-CFA **does not** provide transportation to an away contest or off campus practice facility, it is the responsibility of **the parent** to arrange transportation for their child from TJCA-CFA to the off campus site.
- Whenever possible, a TJCA-CFA school bus will be used to transport students.
- Transportation for approved overnight trips will be either a TJCA-CFA school bus or school rented vehicles which will be driven by the coaches.
- Students may not take personal vehicles to contests when transportation is provided by the school.

## Housing

TJCA-CFA will reserve and pay all costs deemed necessary for hotels during district, regional, and state competitions. Hotel expenses for regular season tournaments or meets are the responsibility of the student.

## Awards and Recognition

### **A. Varsity Letters.**

1. In order for a student to letter, he/she must meet the following criteria:
  - a. May not have more than three unexcused absences from practices and have attended all contests. Absence is permitted only in the event of illness, death of immediate family members, religious holidays, college visits or family commitments such as weddings or bar mitzvahs.
  - b. Must be a member of the team the entire season. A student who does not meet this criterion will receive a certificate of participation only. Students injured during the season may still be eligible to earn a varsity letter providing they have continued to attend **all** practices, games, and team functions. In order for a student to letter who is a member of the Cross Country, Golf, Swimming, Tennis, and Track/Field team they must have qualified and participated in the District Tournament or District Meet. If the Head Varsity coach believes that a student who did not compete in the Districts, due to NCHSAA District Roster size limitations, the Head Coach should petition the Athletic Director for a waiver of the policy.
2. **All-County and All-State Teams.**

These teams are selected by the sports writers of various newspapers, not the coaches.

## Student Managers

Student managers are valuable assets to our athletic teams. Students desiring to serve as managers should contact the head coach of the team. Student managers are required to meet and follow all rules and regulations pertaining to athletics and may earn varsity letters by meeting the same criteria as team members.

## Use of Athletic Facilities

1. The in season school sport has priority for the use of athletic facilities.
2. Students are not permitted to use any facility without direct visual supervision from a school employee and permission from the head coach.



3. Out of season athletes should provide their own equipment, balls, etc when using school facilities.

**Weight Room Use**

1. The weight room is a common use facility. Each in season team will have equal access.
2. Only students who are 13 years of age and have completed their 7<sup>th</sup> grade year may lift weights. Students in grade 7 may use the weight room for agility or plyometric only.
3. Teams will be limited to 45 minutes a day, on a first-come first-serve basis.
4. Students must have proper workout attire consisting of a clean, dry t-shirt, athletic shorts, socks, and athletic shoes. **(No cleats)**. Students must remove all jewelry before entering the weight room.
5. No food or drinks are permitted at anytime.
6. Students are responsible for re-racking and cleaning up weight room after each use.
7. Violations of weight room rules or policies may result in a loss of privileges.

**Athletic Banquets**

Each team is responsible for scheduling and conducting their own awards banquet.

**Athletic Office Information**

Please contact the athletic department via e-mail or by phone:

Mike Caldwell, Athletic Director – (828) 305-4922  
Gary Blake, Principal - (828) 657-9998 x1508

[mcaldwell@tjca.org](mailto:mcaldwell@tjca.org)  
[gblake@tjca.org](mailto:gblake@tjca.org)

**PARENT/STUDENT-ATHLETE ACKNOWLEDGEMENT**

I, \_\_\_\_\_ and \_\_\_\_\_  
(print parent name) (print student name)

have read the Thomas Jefferson Classical Academy Student-Athlete handbook and we are fully aware of all the rules and regulations listed. We fully agree to abide by all the rules and regulations. If we do not, we take the chance of

\_\_\_\_\_ not being able to participate, or being dismissed from a team.  
(print student name)

\_\_\_\_\_  
(sign parent name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(sign student name)

\_\_\_\_\_  
(date)