2025-2026

HOWARD HIGH SCHOOL STUDENT/ATHLETE HANDBOOK

Howard Huskies

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ATHLETIC HANDBOOK FOR STUDENT/ATHLETES

The athletic handbook is designed to inform athletes and their parents/guardians of the rules, regulations, and information that will help in developing a tradition of competition at Howard High School. Participating in high school athletics is a privilege that carries with it honor, responsibility, and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration along with additional specific coaches' rules for their sport. You are expected to represent Howard High School, your family, and community in a positive manner. The policies in the handbook apply to all GHSA sanctioned sports and Howard High School sanctioned club sports.

PHILOSOPHY OF HOWARD HIGH SCHOOL ATHLETICS

The philosophy of the Howard High School Athletic Department is to provide the best opportunities for its student-athletes to excel in teamwork, sportsmanship, self-discipline, and moral character. It is important that student/athletes understand that we will treat you as people first, students second, and athletes third, therefore, we will stress "Stewardship, Scholarship, Sportsmanship"!

PURPOSE OF HOWARD HIGH SCHOOL ATHLETICS

The primary purpose of athletics is to help young adults grow into respectable and productive citizens. By following the guidelines set forth in this handbook, the ideals you exemplify in athletics will become a part of your personality and character and will be a model to those who watch you perform. You assume many responsibilities when you wear the colors of Howard High School. Most athletes are responsible people and succeed because of this characteristic. Those who fail to meet their responsibilities, as an individual and team member, may be a detriment to themselves, the team, and the school. Interscholastic athletics, historically a significant part of the total education program, contributes effectively to the lives of the participants by providing competitive opportunities, fostering initiative to succeed, providing leadership experience, and numerous opportunities for self-discipline. You will be a part of a great tradition that is being built by the coaches and athletes since 2008. One of your challenges is to contribute to that tradition with your best efforts and enjoy a very satisfying experience. A "successful" tradition of the Howard High School Athletic Program involves responsibilities for all prospective and participating athletes. Those entering the program should have an idea of these responsibilities and have the willingness to accept and maintain them. Taking advantage of the opportunities presented by the Howard High School Athletic Program can contribute to the successes that will be yours for the rest of your life.

HOWARD WAY FOR STUDENT ATHLETES DEFINED

A student athlete is defined as all young men and women who represent a team that engages in interscholastic competition, student managers, statisticians and all other students who may assist a team.

ELIGIBILITY STANDARDS FOR PARTICIPATION IN ATHLETICS AT HOWARD HIGH SCHOOL

The Georgia High School Association (GHSA) and Howard High School have minimum requirements for participation in high school athletics, conditioning programs, and camps. Failure to meet these requirements will result in that student athlete being ineligible for participation. The following are basic requirements for athletic participation at Howard High School that must be met before participation can begin.

• Students new to Howard High School who have transferred from another high school must first be enrolled in Howard High School and must have completed a GHSA Transfer Form B before they can begin practice with a team.

• Students new to Howard High School who have transferred from another high school are ineligible until a GHSA Athletic Transfer Form from the previous school has been completed and ruled upon by the GHSA. The new student, through the athletic office at Howard High School, must initiate this transfer. The athlete will not be allowed to participate with a team until the transfer has been completed.

• The transfer student must have been in good standing in their previous school to begin participation at Howard High School. Penalties imposed by the athletic department and/or the previous school's administration will be applied, or the equivalent Howard High School athletic department penalty will be applied to those students transferring into Howard High School. Student athletes who have been denied athletic participation at the previous school will be denied participation at Howard High School.

• Every Howard High School student athlete is required by the GHSA and the Howard High School Athletic Department to have a GHSA physical examination form completed and on file with the athletic office before conditioning, participation in a camp and when practice begins in any sport. Physical exams are the responsibility of the athlete and their parents.

• Student athletes must meet all GHSA eligibility criteria AND Howard High School eligibility requirements. **Grade reports will be generated every Monday at 12:00pm. If athletes are failing classes during the season (grades below a 70%), practice and/games will be suspended until grades are passing. Missing 3 weeks during a season for failing grades will result in dismissal from the team.**

GEORGIA HIGH SCHOOL ASSOICATION GUIDELINES FOR ELIGIBLITY

The following are brief guidelines to verify the eligibility of student athletes. This is a partial list of minimum requirements. Student athletes and their families are encouraged to contact the Howard High School Athletic Department for further clarification and specific information.

- Students gain eligibility to practice or compete for the school in which they are enrolled after they have been certified by the principal of that school, after the

eligibility forms have been processed by the GHSA office, and after the students have met the standards of:

(a) academic requirements

(b) age

(c) semesters in high school

(d) residence in the school's service area

(e) transfer rules Note: Students establishing eligibility as entering 9th graders are automatically eligible for the first semester unless over age.

- Students must accumulate units towards graduation according to the following criteria:

(a) First-year students (entering 9th grade) are eligible academically. Second semester first-year students must have passed courses carrying at least 2.5 units the previous semester to participate.

(b) Second-year students must have accumulated five (5) total units in the first year AND passed courses carrying at least 2.5 units in the previous semester.

(c) Third-year students must have accumulated eleven (11) units in the first and second years AND passed courses carrying at least 2.5 units in the previous semester.

(d) Fourth-year students must have accumulated seventeen (17) units in the first three years AND passed courses carrying at least 2.5 units in the previous semester.

(e) Students may accumulate the required units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.

DRAGONFLY

For student/athletes to participate in a sport, they must create an account and complete and upload all required paperwork to Dragonfly https://www.dragonflymax.com/. The requirements are as follows.

1. Pay the Howard High School Athletic Fee ($100).
2. Complete and/or upload Insurance Card, medical and demographic info, electronic signature agreement, participation and treatment consent, transportation agreement, handbook acknowledgement, cardiac arrest awareness form, heat and humidity policy, health history form, physical examination form, medical eligibility form, and any other sports specific forms that may be required for a specific team.
3. All students/athletes must have a physical signed by a doctor. By Georgia law, this must be on the GHSA physical form. Physicals must be uploaded to

Dragonfly. The head coach should keep a copy of this form, and the original is kept in the athletic trainer's office. Physical is good for ONLY one calendar year.

4. All participation requirements are to be uploaded in Dragonfly or in the head coaches' possession before try-outs begin.

PARTICIPATION STANDARDS AND GOOD SPORTSMANSHIP FOR HOWARD HIGH SCHOOL STUDENT ATHLETES

The following Participation Standards for Student Athletes and Good Sportsmanship for Student Athletes reflect the standards by which Howard High School and its athletic department expect our student athletes to abide. Participation by student athletes is a privilege, not a right. It must be earned by persevering through challenges, having respect for all, investing in your learning environment, demonstrating strength of character, and epitomizing excellence. The coaches of each sport, with the authority of the athletic department and the high school principal, will enforce the specific elements of the Code of Conduct.

PARTICIPATION STANDARDS FOR HOWARD HIGH SCHOOL STUDENT ATHLETES

Athletes are responsible for their uniforms and equipment. The athletic department will replace uniforms and equipment damaged or destroyed by competition. Student athletes will reimburse the athletic department for uniforms and equipment that has been lost or damaged. The coaches of individual teams may supplement the Howard High School Athletic Department Students Athletic Handbook with their own addition or rules that are specific to their sport. These rules carry the same weight as do those of the athletic department and may carry specific penalties that would be administered and enforced by the coach of that team. Howard High School student athletes are expected to be a positive role model to the other students in our school and to the young people of the Howard High School district. Student athletes are expected to read, understand, and abide by the rules found in this handbook.

STANDARDS OF GOOD SPORTSMANSHIP

Good sportsmanship will always be the focal point of the Howard High School Athletic Department. It will be reflected in how we treat our teammates, coaches, officials, and opponents. Student athletes at Howard High School will place the positive and supportive relationship with their teammates and coaches as their highest priority. Regardless of the sport, individual or team, we are only as strong as how we treat each other. After all contests, Howard High School athletes are expected to shake hands with the athletes and coaches from the team(s) that we have competed against. After all contests, regardless of whether we agree or disagree with their calls, Howard High School athletes will thank the officials for their work in officiating the contest. Players are expected to stand whenever the alma mater is playing. After any contest where

ribbons, medals or trophies are presented to the opposing team(s), Howard High School athletes will stay and watch and applaud the efforts of the athletes and team(s) involved in that contest. At no time will Howard High School athletes leave the field or floor while a presentation is being made. Howard High School athletes will not use inappropriate language while taking part in any contest. Though most sports have some level of physical contact and recognizing that hard physical aggressive contact is a major and important part of those sports, at no time will a Howard High School athlete engage in physical play that would result in unsportsmanlike conduct that would jeopardize the safety of the opposing athlete or the integrity of Howard High School. We will also follow GHSA Sportsmanship guidelines, which can be found on www.ghsa.net, in the Constitution and By-Laws.

Athletic Season: The athletic season is defined as the period that commences from the first legal day of practice, as defined by the GHSA or the club program and concludes with the athletic department award program.

Athletic Schedule: The athletic schedules are those contests beginning with a scrimmage, if applicable, or the first contest of the season, and ending with the final contest of the season.

Removal From Participation Defined: Removal from participation as used in the following rules means, as a minimum, the removal of the student athlete from participation in interscholastic contests while practice may continue. There are occasions, due to the severity of the violation, when removal from participation will also include practices, competition, and any other function with their team. The coach of the sport will advise the student athlete as to the level of the removal.

Multiple Suspension Defined: Removal from participation for a percentage of the schedule would be a removal from a percentage of the total remaining games of the regular season schedule, plus the potential GHSA or club tournament games for that sport or, if at the end of the season, a removal from a percentage of the total potential remaining tournament games.

Self-Report Policy: It is the intent of the Howard High School Athletic Department to assist student athletes with developing a sense of responsibility for their actions and to encourage honesty. Any student athlete who has violated any section of the Code of Conduct for Student Athletes found within the Athletic Student Handbook and reports that violation to their coach and/or the athletic department within a reasonable time, will be permitted lenience in their penalty.

Consequences: Student athletes who test positive for tobacco and/or drugs; have been arrested or convicted of committing a crime; or violate athletic or school rules will be suspended for all athletic activities, including practice for 10 days. They will also be subjected to the policies outlined as follows:

Rule 1: Tobacco – involves the use or possession of any type of tobacco product

- 1st violation: Suspension from 10% of the contest season
- 2nd violation: Suspension from 25% of the contest season
- 3rd violation: Expulsion from participating in athletic events for the remainder of the athlete's high school year. Suspension shall be whole games with all fractions rounded to the next whole number. Penalties will be enforced on consecutive games played from the date of the suspension. The contest season includes all contest original schedules and one (1) sectional game.

Rule 2: Controlled Substances – Possession or illegal use of a controlled substance, narcotic drug, or alcohol.

- 1st violation: Suspended 50% of contest season(s) Option: The suspension may be reduced to 25% of the contest season, contingent upon a professional drug assessment and recommendation for rehabilitation, which must be followed by the student. All parties concerned understand that any costs incurred will be at the expense of the parent/guardian. The student's re-admission to athletics is dependent on the student following the recommendations of the assessment agency.
- 2nd violation: Expulsion from participating in athletic events for 365 days Option: The suspension may be reduced to 50% of the contest season, contingent upon a professional drug assessment and recommendations for rehabilitation, which must be followed by the student. All parties concerned understand that any costs incurred will be at the expense of the parent/guardian. The student's re-admission to athletics is dependent on the student following the recommendations of the assessment agency.
- 3rd violation: Expulsion from participating in athletic events for the remainder of the athlete's high school career. If the percentage of suspension is not met during the current contest season, it will then carry over into the next athletic contest season to fulfill the suspension.

Rule 3: Student athletes shall not participate in interscholastic sports if convicted of committing a crime.

- Consequence: A student athlete convicted of a felony at any time shall be excluded from athletic participation for one full year (12 months) from time of conviction.
- Consequence: A student athlete convicted of a misdemeanor at any time shall be removed from athletic participation for twenty percent (20%) of the athletic schedule on the first offense. The second or succeeding offense will exclude an athlete for one (1) calendar year.

Rule 4: Student athletes that have been arrested and charged with a crime will be removed from participation until a court renders a verdict.

Rule 5: A student athlete that has violated a school rule and has completed a disciplinary hearing with a Howard High School administrator may be subject to additional

punishment under the Howard High School Athletic Student Handbook and/or an individual coach policy. Student athletes suspended out of school are also removed from participation for the duration of the suspension.

Rule 6: A student athlete that has violated any portion of the Howard High School Athletic Student Handbook other than Rules 1, 2, 3, 4 and 5 is subject to a disciplinary hearing and potential punishment that may range from a warning to removal from a team.

Rule 7: The coach of each sport may set specific team rules in addition to those found in the Athletic Student Handbook. These rules will be given to the athletes by the coach at the first meeting or practice of that sport.

CODE OF CONDUCT

Reporting Violations: Violations of the Code of Conduct for Student Athletes and/or violations of any portion of the Athletic Student Handbook should be reported immediately to the appropriate head coach or to the Howard High School Athletic Department.

Carry Over of Penalties from Season To Season: If the violation of the Code of Conduct for Student Athletes or a violation of Howard High School rules occurs in the last part of an athletic schedule of athletic season and the student athlete cannot fulfill the remaining terms of their penalty in that sport, the remaining portions of the removal from participation will carry over into the next interscholastic sport that the student athlete will be involved.

Serving of Penalties: Penalties for violations of the Code of Conduct for Student Athletes or any other violation of Howard High School rules or those rules of the coach within a sport will be imposed immediately and will be served in order that the contests are scheduled.

Athletic Participation During a Period of Removal from Participation: During the period that a student athlete has been removed from participation, and except for the student athlete that has been removed from participation for practices and contests, the student athlete is expected to be present at all athletic contests and practices involving their team. The student athlete is a member of the team and is expected to fulfil this responsibility. If the athlete does not attend a contest or practice or any other function scheduled by the coach, credit will not be given toward fulfilling the requirements of the removal from participation.

Appeals to the Athletic Department: A student athlete and their parent(s) or guardian(s) have the right to a hearing on a removal from participation by notifying the Howard High School Athletic Director by phone or in writing within two (2) school days after the removal. The right of appeal is forfeited if this is not requested within this two (2) day period. The purpose of the appeal hearing is to inquire into the student athlete's alleged violation and allow the athlete and parents or guardians to present evidence on

behalf of the student athlete. The removal from participation will remain in effect during the appeal hearing.

Appeals to the Principal: The student athlete has the right to appeal the decision of the athletic department to the building principal. The notification of the intent to appeal to the principal must be made by phone or in writing within two (2) school days after the Athletic Director's decision. The right of appeal is forfeited if this is not requested within this two (2) day period. The purpose of the appeal hearing is to inquire into the student athlete's alleged violation and allow the athlete and parent(s) or guardian(s) to present evidence on behalf of the student athlete. The removal from participation will remain in effect during the appeal hearing. Following the hearing with the principal, the student athlete and the parent(s) or guardian(s) will be notified within two (2) school days by the principal as to the decision.

GENERAL INFORMATION FOR STUDENT ATHLETES

Accidents/Injuries: All accidents or injuries occurring in practice or a contest in the GHSA sanctioned sports are to be reported to the trainer and coaching staff immediately. This will allow for the appropriate sports medicine support from our sports medicine staff and their medical personnel.

Changing a Sport: If a student athlete is cut from a team, they may join another team in that sport season. A student athlete cannot quit one sport to join another sport until the original sport season has concluded. However, athletes will be allowed to transfer from one sport to another during a given season upon mutual agreement between both coaches and the athletic director.

Team Gear Purchase: Student athletes who purchase gear as a part of being rostered on a team, i.e., t-shirts, sweatshirts, warm-ups, equipment, shoes, etc., are responsible for the cost of those items regardless of whether they remain with the team or quit prior to or during the season. Failure to pay will result in those costs being placed on the debt list with Howard High School.

College-Bound Athletes and Recruiting: College recruiters visit Howard High School at times to talk about the school with our student athletes. These visits should be arranged between the school, the family, and the coach. Student athletes will not be dismissed from class to meet with a college recruiter. These appointments should be made during PACK time, lunchtime or after dismissal from school.

Conflicts Between Activities: Student athletes at Howard High School are involved in a great number of school-related activities away from sports. Conflicts are going to happen between a student athlete's commitment to their sport and other school related activities. If the conflict is between an academic class resulting in a credit and grade and an athletic contest or practice, the academic class takes precedent. Student athletes are encouraged to review their time commitment very closely before becoming involved in too many activities. Because of the demands of athletics at Howard High School, it is very difficult to miss practices and contests and not get behind.

Dress: As representatives of Howard High School athletics, when competing in a contest or taking part in any kind of award program or team function, student athletes are expected to dress and wear their clothing in an appropriate manner.

Hazing/Initiations: Hazing or an initiation of any team member by other team members is prohibited.

NCAA Clearinghouse Form: Student athletes who expect to compete on a collegiate level must first enroll with the NCAA Clearinghouse. No college coach will speak with a perspective student athlete until the form has been completed and approved by the NCAA. These forms may be obtained from the Guidance Office.

Participation in Two Sports in One Season: Student athletes may participate in more than one sport during a season. The coaches involved with this athlete will be expected to meet with the prospective student athlete and discuss and agree as to how this will take place. The student athlete will be asked to declare one of the sports as their primary sport for the duration of the season. This declaration will be used to resolve any conflicts that might arise between the two sports.

Practice/Games: Participating in athletics at Howard High School requires a lot of time and commitment. Practice and games are mandatory. If a player cannot attend a practice or game, it is the responsibility of the player to contact the head coach before missing.

Playing Time: Participating in athletics at Howard High School is a privilege, not a right. Athletes must earn the right to playing time. The Head Coach has the authority of determining the amount of playing time everyone gets. Playing time WILL NOT be discussed with parents. If a parent has a concern, he/she must contact the head coach via email and set up an appointment to meet.

Participation after an injury: A student athlete cannot return to a practice/contest after an injury until released by an appropriate licensed medical authority. A parent(s) cannot grant approval to return to practice/contest that would be against the judgments of licensed medical personnel.

Practices: Regular, Vacation and on School Closing Days: Student athletes are expected to attend all practices unless excused by their coach. The coach sets practice schedules during school vacations and only the coach can excuse. If there is a school closing, the coach will contact the individual team members and advise as to what will happen.

School Day Attendance: Student athletes who are absent from school will not be allowed to participate in or attend any school events on that day. You are to attend school the morning after evening athletic events/extracurricular activities or risk loss of participation privileges.

Selection of Teams: Each varsity coach will have their own policy as to how they will choose their teams. Some of our sports allow all those who come out to participate while others require a selection process to have the appropriate number of student athletes on

the teams. At the beginning of the season, if appropriate for that sport, the head coach will review with the student athletes who are trying out for the team what selection criteria will be used for selection to a team.

Varsity Letter Requirements Per Sport:

- Football: Play in a total of 16 Varsity quarters. One play in a quarter count as playing in a quarter.
- Flag Football (Girls): Must play in half of the scheduled Varsity matches.
- Volleyball (Girls'): Must play in half of the scheduled Varsity matches.
- Cross Country: An athlete must finish in the top 7 of at least 4 races or finish a race with faster time than below. Boys' freshman 20:00, Sophomore 19:30, Junior 19:00 and Senior 18:30 Girls Freshman 24:00, Sophomore 23:30, Junior 23:00 and Senior 22:30
- Wrestling: Wrestle at least 10 matches at the Varsity level.
- Basketball (Boys' & Girls'): Play in at least 50% of the total number of Varsity quarters. Checking into a quarter count as playing in that quarter.
- Track and Field: Must participate in half of the meets and achieve minimum qualification standards in their specific event.
- Tennis: Participate in 50% of the Varsity matches
- Cheerleading (Fall & Winter): Cheer in at least half of the number of scheduled games for fall and half the number of games for winter. Must also cheer in all scheduled competitions.
- Baseball: Must play in half of the scheduled Varsity games. Playing in one inning counts as playing in the game.
- Softball: Must play in half of the scheduled Varsity games. Playing in one inning counts as playing in the game.
- Golf: Everyone who makes the team and finishes the year will earn a letter
- Soccer: Must play in half of the scheduled Varsity games. Playing in one half counts as playing in the game.

Letterman's Jacket Policy: Letterman jackets must be approved through the athletic office BEFORE ordering will be allowed. The link for ordering your letterman jacket is https://www.jostens.com/apps/store/productBrowse/1819837/HOWARD-HIGH-SCHOOL/Letter-Jackets/1146168497/CATALOG_REPOSITORY. This will be at the student's expense.

Training Room: The Howard High School training room is in room #623 in the gym office area and is open to all student-athletes.

AWARDS INFORMATION FOR HOWARD HIGH SCHOOL STUDENT ATHLETES

At Howard High School all student athletes participating in GHSA interscholastic sports and cheerleading are eligible for athletic awards. The awards are described below along with the following basic guidelines:

A. Maintain a proper attitude toward School, Sport, Coach, Community, Team, Family and Friends
B. Personal conduct must be in good standing.
C. Be responsible for all athletic equipment being issued to you.
D. Be recommended by the coach after fulfilling the specific requirements.

The following information indicates the types of awards that can be earned by a student athlete and the normal progression for these awards. All student athletes are eligible for varsity competitions and can earn the varsity award at any time. Coaches reserve the right to add additional awards that are sport specific.

1. Scholastic: Presented to the athlete with the highest-grade point average during the varsity or junior varsity season.

2. First Varsity Award: 5" Block "H" letter to be used on letter jacket will be given to all athletes who earn a letter in their first year of Varsity competition.

3. Certificates:

A. Letter Certificates shall be issued to all those athletes who earn a letter award in lieu of each subsequent letter.

B. Certificates will also be issued to students who videotape and manage athletic contests for coaches on a regular basis.

4. Senior Award: All Seniors that finish out their season will get one Senior Award. If the senior does not finish out his or her season, they will not get an award. Only one senior award will be given during the year.

5. A Small Award Plaque: will be presented to a varsity team record breaker in all recognized events.

6. No Call/ No Show: All athletes that participate in athletics are required to come to the sports banquet. If a student-athlete does not call his or her coach or show up to the banquet they will not receive an award.

ACKNOWLEDGEMENT OF THE RISK OF INJURY FOUND IN HIGH SCHOOL SPORTS

Participation in high school athletics carries with it a very real potential for injury. It is reasonable to believe that at least one time during the four-year career of our student athletes, they will face an injury that will result in them missing one or more days of practice or contests. It must be clearly understood by our student athletes and their

families that even with the proper coaching and support of our coaching staff, the use of proper equipment and tremendous facilities, injuries will take place. These injuries can range from, but not limited to, mild soreness, bruises, sprains and strains, dislocations, broken bones, torn ligaments or meniscus, and concussions. It should also be clearly understood that some of these athletic injuries might result in catastrophic injuries including partial or full paralysis and in some instances the athlete may die. We need your help as a student athlete and as a family. Proper rest, nutrition and the adherence to the rules and guidelines established by the Howard High School Athletic Department and the coaches of your sport, will go a long way to ensure that injuries do not happen.

SUMMARY

Howard High School is a member of the Georgia High School Association and abides by its rules and regulations. This is only a summary of the rules. Coaches of individual sports have the right to add additional rules that are sports specific. Any additional questions regarding the GHSA and the Howard High School Athletic Program should be directed to the High School Principal, Athletic Director, or members of the coaching staff. All Athletes and their parents or guardians must be aware of the possibility of serious injury when they participate in a sports program. Sometimes the injury could be serious enough to have an altering effect on their quality of life. It is the policy of Howard High Schools not to discriminate based on race, color, religion, sex, national origin, age or handicap.