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Student-Athlete Handbook

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PURPOSE

The purpose of Guerin Catholic Athletics is to value the sports experience to extend the Mission of our school, provide an environment to grow spiritually, socially, emotionally and physically and by inspiring teachable experiences where core moral and ethical values are developed.

PHILOSOPHY

The Athletic programs strive to provide the best opportunities beyond the school day for students to excel in knowledge, skills, teamwork, self-discipline, and moral character. The purpose is to provide each participant with experiences that will be positive, formative in Catholic values, and helpful in developing the virtues of faith, teamwork, responsibility, loyalty, good sportsmanship, fortitude, and enhancement of particular knowledge and skill. This athletic handbook is designed to inform participants, student athletes and their parents or guardians of the rules, regulations, and information that will help develop a rich tradition of competition at Guerin Catholic 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 as established by the administration along with additional specific coaches' rules for their respective sport. You are expected to represent Guerin Catholic High School, your family, yourself and your community in a positive manner. The policies in this handbook are enforced all year around and apply to all students, participants, athletes and their families that are involved with Guerin Catholic Athletics. The primary purpose of athletics is to help young adults grow into respectable citizens. By following the guidelines set forth in this athletic 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.

The success and tradition of the Guerin Catholic 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. The student athlete's conduct, on and off the field, must at all times comply with the general directives and overall mission statement of Guerin Catholic High School; and, a student athlete's behavior towards and interaction with other players, participants, students, parents, faculty and third parties must at all times comply with the general directives and overall mission statement of Guerin Catholic High School.

Definitions

STUDENT ATHLETE/PARTICIPANT DEFINED

A student athlete/participant is defined as and includes all boys and girls who participate and represent a team that engages in interscholastic competition and further includes participants, cheerleaders, student managers, statisticians and all other students and individuals who may assist a team.

PARENT/GUARDIAN

A parent/guardian shall be the person(s) responsible for the student athlete and for purposes of this athletic handbook all related family members to the student athlete and parent/guardian shall be expected

to abide by the terms hereof.

GENERAL EXPECTATIONS

1. Good sportsmanship will always be the focal point of the Guerin Catholic High School athletic department. It will be reflected in how we treat our teammates, coaches, officials and opponents.
2. Each individual shall accept responsibility for the care of all equipment and school property. Damage due to negligence shall result in financial accountability to the offending individual.
3. Each individual shall obey the specific guidelines set forth for each team as given by the coach.
4. Each individual shall be a good citizen at all times, displaying honesty, self-discipline, courtesy, responsibility, and respect for self, others, and property.
5. Each individual shall strive to be a positive influence in all he/she tries to do, representing the team, school, and community with pride and dignity.
6. Each individual shall refrain from the use of profanity, should refrain from engaging in negative behavior such as vulgar language, disrespectful and violent behavior, and other behaviors that will bring discredit upon themselves, their teams, their families, and their school. In short, Guerin Catholic athletes are expected to maintain a higher standard of conduct than that of those not involved in athletics.
7. No individual shall participate in any unlawful act as stated in **Public Law 162** regardless of local laws. These unlawful acts shall include, but are not limited to, the involvement of student athletes with drugs, alcohol, tobacco, weapons, gambling, theft, forgery, vandalism, falsification of grades and/or records, assault and endangering the health, safety and/or welfare of others.
8. Each individual shall comply with local, state and federal laws and regulations or be subject to disciplinary action and/or dismissal from the team as determined by the school administration.
9. Each individual shall comply with the standards set forth in this handbook, core values of Guerin Catholic High School, student handbook, and school policies and regulations or be subject to disciplinary action and/or dismissal from the team as determined by the school administration.
10. Each individual shall comply with the standards as set forth by the IHSAA/governing bodies or be subject to disciplinary action and/or dismissal from the team as determined by the school administration.
11. The student athlete/ participant must acknowledge and understand that participation by student athletes is a privilege, not a right and such participation may be limited, suspended and/or terminated by the school at its sole discretion.

ATTENDANCE POLICY

Students are required to attend all practices, team meetings, service projects, etc. that the coach deems as necessary.

Students must attend school three periods during the day in order to qualify for participation in an athletic activity after school. Approved field trips or school activities constitute attending school, any exceptions must be granted by the Asst. Principal in charge of Student Services. Please refer to the new attendance policy in the Student Handbook.

An athlete who is absent five or more consecutive school days due to illness or injury must present written verification to the coach or Director of Athletics from a licensed physician stating that the athlete may resume competition (**IHSAA By-Laws**).

E-LEARNING SCHOOL DAY SCHEDULE

If Guerin Catholic elects to have instruction provided to their students via E-Learning, practices will not occur before the end of the normal school day time of 3:15pm on the E-Learning school day.

FINANCIAL OBLIGATIONS

Students must pay all fees associated with each activity by the established due dates. Special financial arrangements must be made in writing with the Director of Athletics, Principal or designee.

NATIONAL LETTER OF INTENT PICTURE DATES

National letter of intent picture dates will be taken on the following dates each year:

3rd Wednesday in November

*3rd Wednesday in April

*Depends upon Spring Break

SCHOOL CONFLICT POLICY

We feel it is important that students at Guerin Catholic High School be encouraged to participate in a wide range of school-sponsored activities. The expanding of athletic and extracurricular programs at Guerin Catholic has allowed for a large number of our students to be actively involved. However, with this increased involvement, we have increased possibilities for scheduling conflicts to occur.

By providing clearly defined guidelines, coaches, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency. Prior to the fall, winter, and spring seasons and in advance of conflicting situations, the involved athlete will meet with the Event Coordinator and the Head Coach about any potential conflicts. If the conflict cannot be resolved, the Director of Athletics will meet with the Event Coordinator. If a decision still cannot be reached, the Principal will render a decision and there will be no penalty assessed to the student.

CODE OF CONDUCT

RULE 1: Students participating in athletic activities who are found to be in violation of the Guerin Catholic High School Drug, Alcohol, and Tobacco Policy (as found in the Student Handbook) will face the following consequences in addition to those set forth in the handbook: Guerin Catholic

administration is beginning with the volunteer drug testing program for the 2017-2018 school year as a trial year with the intention of implementing a random drug testing program for all students in the 2018-2019 school year.

Drug and Alcohol Policy (Pride, Accountability)

Violation of the Guerin Catholic Drug and Alcohol policy will result in the following:

- 1st offense: Athletic suspension for 30% of athletic contests
- 2nd offense: Athletic suspension for one year

Smoking Policy (Pride)

Violation of the Guerin Catholic Tobacco policy will result in the following:

- 1st Offense: Athletic suspension for 15% of athletic contests
- 2nd Offense: Athletic suspension for 30% of athletic contests

RULE 2: Students who are suspended from the school as part of any disciplinary process shall not participate in any athletic practices, meetings or competitions, during stated removal.

RULE 3: Students participating in athletic activities who are found in violation of other policies of student-athlete handbook shall be disciplined in accordance with the rules set forth by the athletic department.

RULE 4: The head coach, in agreement with the Director of Athletics, may set specific rules, guidelines and consequences for each team.

PROCEDURES

Upon reasonable suspicion of a student's violation of rule 1, the Assistant Principal of Student Services will conduct an investigation. Following the investigation, the student will be notified by the Director of Athletics as to the consequences described in the athletic handbook.

APPEALS

Appeals of Rule 1 may be made to the school's Discipline Council. An athlete and parent/guardian may appeal a ruling by notifying in writing the Director of Athletics within five school days after notification of the decision. If written notification is not received by the school within five school days, the right of appeal is forfeited. Within five school days after receipt of an appeal the Discipline Council will meet and render a decision. The student and/or parent may or may not be given the opportunity to appear before the Discipline Council during the appeals process. All assigned consequences will remain in place until the appeal process has been completed and a decision has been reached.

ENFORCEMENT

All coaches, teachers, administrators, staff, athletes, and parents should work together to uphold and enforce the Student-Athlete Handbook. A possible code violation shall be reported promptly to the athletic administrator, who will include the athlete, parent, coach, and Principal when needed in an investigation of the matter.

If the athletic administrator decides that an Athletic Code of Conduct violation might have occurred, the administrator will contact the athlete and his or her parent/guardian immediately.

Upon further investigation, if it is decided that an athlete has violated the Athletic Code of Conduct and will be temporarily or permanently excluded from interscholastic athletic participation, the athletic administrator will inform the athlete and his or her parent/guardian of the administrator's decision and the consequences of the athlete's action(s).

PROCEDURE DURING NATIONAL ANTHEM

Coaches, Athletes, Managers and Support Staff will follow these procedures

- All will stand at attention facing the flag
- Eyes are affixed to the flag
- Right hand placed over left breast
- No chewing of gum
- No major movement

Any deviation from the policy may result in suspension and any further removal from participation in athletics. Thank you for your support.

SEASONAL TRANSITION POLICY

Guerin Catholic High School actively promotes the development of multi-sport athletes. As athletes transition from one season to another, the head coaches of the involved sports will adhere to the following guidelines.

- Determine if the involved student requires a brief period of time off for rest and regeneration.
- The decision is made in the best interest of the student athlete.
- Parent input is solicited.
- The "incoming season" coach takes the preference over the "outgoing season" coach.

ATHLETIC TRANSPORTATION POLICY

Guerin Catholic High School attempts to provide transportation to school-sponsored events for participating students. However, given the size of the student population, conflicts of simultaneous events, the cost of transportation, as well as other transportation limitations, transportation via a school vehicle or a school provided vehicle cannot always be guaranteed.

At the start of each athletic season, the Head Coach, in coordination with the Athletic Director, will provide each athlete with a schedule of the events and locations. That schedule will identify when school provided transportation will be provided and when the athletes will be expected to find their

own transportation.

When Guerin Catholic High School provides transportation to and from athletic events, student-athletes are required to ride that transportation. As the “guardian” during these trips, the athletic staff must be able to account for the whereabouts of all student-athletes and ensure their safety. It is expected that our student-athletes will conduct themselves appropriately while on bus transportation. Student-athletes will be responsible for any damages to bus property and subsequent costs to repair or replace.

In the event that there are extenuating personal circumstances and a parent wishes to take responsibility for the transportation of his/her son or daughter, it is required, that the parent/guardian provide to the coach written notice requesting the exception 24 hours in advance. A parent/guardian must also present himself/herself at the conclusion of the event to a member of the coaching staff informing the coach that his/her child is leaving with him/her. Student-athletes may then ride with their parent/guardian.

Student-athletes may not ride with other student-athletes or anyone else other than their parent/guardian.

The school cannot accept legal responsibility for those students transported to or from school events in private vehicles.

TRIP GUIDELINES

In order to participate in any school-sponsored trip, the following conditions must be met. Before departure, the student must have completed registration as a member of the team, club, or organization taking the trip. Any sporting event that requires an overnight stay must be approved by the athletic department to discuss school policies.

While on the trips, students will be governed by all the applicable rules and guidelines listed in the school Student Handbook.

Medication Procedures for overnight athletic trips

Chaperones- must be Safe and Sacred Trained

- A Guerin Catholic staff member attending the overnight trip will be assigned the responsibility of securing and administering the medications on the field trip.
- The staff member will meet with the school nurse prior to the field trip to review medication protocol and learn about specific student needs.
- The assigned staff member will be available to students at designated time and/or place during field trip.
- The staff member will know the location of the nearest hospital and have parent emergency numbers available.
- Every effort will be made to maintain privacy and confidentiality.

Medications

- Will be secured during the day and administered in private
- Medications will be maintained in separate bags from 1st aid supplies
- Dosage on the bottle must be the dosage given to the student. If dosages have been changed,

then there must be a signed note by a doctor.

IHSAA AND GUERIN CATHOLIC H.S. INTERSCHOLASTIC ATHLETIC ELIGIBILITY

Athletic Eligibility

Athletic eligibility is determined using the last complete grading period prior to the current athletic season. Student-Athletes who become ineligible at the end of the third trimester, may not use the summer in order to regain eligibility for the upcoming fall trimester of the new school year.

Three levels of athletic eligibility exist at Guerin Catholic:

Designation	Description	Criteria
Full Eligibility	Student may participate in competition	<ul style="list-style-type: none">● Pass five classes <p style="text-align: center;">or</p> <ul style="list-style-type: none">● Pass four classes with at least a 2.0 un-weighted trimester GPA
Probation	Students cannot participate in competition until full eligibility criteria are met at mid-term	Pass four classes with less than a 2.0 un-weighted trimester GPA
Ineligible	Students cannot participate in competition until full eligibility criteria are met at the end of the trimester	Pass three or fewer classes

Taking the overall wellness of the student athlete into consideration, any athlete that has a significant drop in grades during a season will be required to meet with the Director of Athletics and/or the guidance counselor to help find the source of the regression. Any athlete that quits a team during the season will not be permitted to go out for any other team during that sport season or any team preparing for an upcoming season (pre-season). A student athlete that chooses not to continue to try out for one team may choose to try out with another team before the season begins.

AGE

To be eligible for athletic participation in a given sport, an athlete may not be twenty years of age prior to or on the scheduled date of the IHSAA state finals in that sport (**IHSAA By-Laws**).

TRANSFER STUDENTS

A student who transfers his or her enrollment to Guerin Catholic High School from a different high school, or from a junior high school if that school includes the freshman year, is required to complete an IHSAA Athletic Transfer Report. The parent or guardian of the transfer student must contact the athletic administrator as soon as possible upon enrollment at Guerin Catholic High School to begin the reporting process. The report is then sent to the student's former (sending) school and the IHSAA. The IHSAA makes the eligibility determination for the athlete (**IHSAA By-Laws**).

Three eligibility rulings are possible:

1. No eligibility.
2. Limited eligibility: Participation is allowed at the freshman or junior varsity level for 365 days from the date the athlete last completed at his/her previous school.
3. Full eligibility: Participation is allowed at the freshman through varsity levels immediately upon notification from the IHSAA.

Guerin Catholic High School does not grant eligibility for interscholastic competition before receiving the IHSAA ruling.

ATHLETIC PARTICIPATION OUTSIDE THE GUERIN CATHOLIC HIGH SCHOOL ATHLETIC PROGRAM

An athlete who participates as a member of a non-school team in the same sport (example: CYO high school basketball during IHSAA basketball season) is ineligible for the Guerin Catholic High School team. An athlete who wishes to participate on a non-school team in a sport different from the sport he or she plays at the time of non-school participation should check as soon as possible with his or her coach or the athletic administrator to determine eligibility based on IHSAA standards.

An athlete who wishes to participate as an individual in a non-school athletic event (example: a Guerin Catholic High School golfer who wishes to participate in a non-school sponsored golf outing), should check as soon as possible with his or her coach or the athletic administrator to determine eligibility based on IHSAA standards.

AMATEURISM/ COLLEGE-BOUND ATHLETES AND RECRUITING

To retain amateurism athletic status, a criterion for interscholastic athletic participation, an athlete may not play under assumed names, accept payment directly or indirectly for athletic participation, or participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional sport organizations, clubs, or their representatives. An athlete may not accept awards, medals, recognition, gifts, and other honors from colleges/universities or their alumni (**IHSAA By-Laws**). College recruiters visit Guerin Catholic High School regularly to talk about their school with our student athletes. These visits should be arranged between the school, the family and the coach. These appointments should be made during non-classroom time such as: lunchtime, or after dismissal from school.

DESCRIPTION OF AWARDS

Freshman

Numerals are the first award for any freshman athlete at Guerin Catholic High School. Subsequent freshman awards are certificates. Upper-class athletes who may not have competed at Guerin Catholic High School in their freshman year will also earn numerals for their class year. The numerals represent the athlete's graduation year and should be worn on the upper right sleeve of the varsity letter jacket.

Junior Varsity

A certificate is given upon successful completion of the first junior varsity season in a sport. Subsequent JV awards will also be certificates.

Varsity

The Varsity letter is given upon successful completion of the first varsity season in the athletic program. The letter is a six-inch gold letter that is placed on the left breast of the letter jacket purchased by the athlete. Subsequent awards will be specific sport pins.

MAJOR ATHLETIC DEPARTMENT AWARDS

Golden Eagle Award

The Golden Eagle Award will go to the athlete who best meets the following five criteria areas as determined by each sport:

1. Commitment to excellence
2. Level of work ethic and desire
3. Dedication to the program/team
4. Overall level of contribution towards the success of the team
5. Leadership ability

St. Theodore Guerin Award

The St. Theodore Guerin Athletic Award will go to the athlete who best meets the following criteria areas as determined by each sport:

1. Incorporation of the mission of the school into their participation in the athletic program
2. Positive mental attitude/sportsmanship
3. Academic excellence and overall commitment in the classroom
4. Positive model of the Catholic faith
5. Overall leadership and commitment to the program

SPORTS MEDICINE SERVICES – ST. VINCENT SPORTS PERFORMANCE

● Athletic Training Defined

- What is athletic training?

- Athletic training encompasses the prevention, examination, diagnosis, treatment and rehabilitation of emergent, acute, or chronic injuries and medical conditions. Athletic training is recognized by the American Medical Association (AMA), Health Resources Services Administration (HRSA) and the Department of Health and Human Services (HHS) as an allied health care profession.

- Who are athletic trainers?
 - Certified Athletic Trainers (ATCs) are highly qualified, multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions.
- **Athletic Training Services**
 - Guerin Catholic High School contracts athletic training services from St. Vincent Sports Performance. With this partnership we are able to offer all GCHS student athletes convenient, on campus access to sports medicine services free of charge.
 - Athletes are strongly encouraged to seek medical care and guidance first from the GCHS assigned athletic trainer(s) or team physician rather than a general practitioner.
 - GCHS Athletic Trainers
 - Abbie Rumer, LAT
 - Phone: 317-225-0700
 - Email: arumer@guerincatholic.org
 - David Weikel, LAT
 - Phone: 317-514-9658
 - Email: dweikel@guerincatholic.org
 - Athletic Training Room Hours
 - School Days—The athletic training room will open at approximately 2:30pm on all days in which school is in session, and remain open until the conclusion of all in-season varsity level practices and/or all home contests.
 - Saturdays/Holidays—Athletic training room hours will be determined on an individual basis, based on team schedules and specific needs. An athletic trainer will be present for all home contests. Note: during football season, there will be guaranteed Saturday hours in order to conduct injury checks.
 - Sundays—Closed
 - Summer—Limited office hours will be scheduled based on availability.
 - Team Physician—Dr. Catherine Reese
 - Dr. Simmons is a sports medicine physician with St. Vincent Sports Performance, and the team physician for Guerin Catholic High School.
 - Dr. Simmons will typically hold an athletic injury check in the GCHS athletic training room each week when school is in session. This is most often on Tuesdays at 3:30pm. This is a free service for GCHS athletes.
 - Dr. Simmons will be present for select athletic contests, primarily consisting of home and away varsity football games, and home varsity boys basketball games.
 - Team Orthopedic Consultant—Dr. Jonathan Smerek, Dr. David Porter
 - **Injury Reporting**
 - All accidents and injuries occurring in a practice or contest are to be reported to the GCHS athletic trainer(s) and/or coach immediately. This will allow for the appropriate support from our sports medicine staff.

Clearance Procedures

- Health and safety decisions made by the GCHS athletic trainer(s) and team physician(s) are final and not subject to review by parents, coaches, or administrators. The athlete's personal doctor must clear them first to be able to practice only. To be cleared to play, you must be cleared by GCHS team trainer and physician.

- If present during practices or contests, medical professionals not contracted with GCHS do not have any authority to determine participation status or make return to play decisions. If medical care is needed, the GCHS athletic trainers(s) should be consulted.
- Physician Visit Documentation
 - If an athlete sees a physician or other health care provider for an injury or illness while participating in GCHS athletics, written documentation from the provider must be provided to the GCHS athletic trainer(s) before the athlete will be allowed to return to participation
 - If an athlete has been denied participation by a physician or other health care provider, the athlete will not be allowed to return to participation until written documentation from the provider, clearing the athlete to return to activity, is provided to the GCHS athletic trainer(s).
 - Acceptable documentation should include the following
 - Injury/illness diagnosis
 - Participation restrictions, if any
 - Treatment plan
 - Physician signature
 - Verbal or written communication from the athlete, parent, or any party other than the treating physician will not be accepted.
 - In the event that the treating physician and the GCHS athletic trainer(s) have different recommendations regarding the treatment or participation status of a GCHS athlete, the following will apply
 - If either party recommends denying participation, the athlete will be denied participation
 - If either party recommends participation limits, those limits will be instituted
- **Concussion Management**
 - ImPACT testing
 - The impact test is a computerized neurocognitive assessment tool, and is the gold standard in concussion evaluation
 - GCHS athletes will take a baseline test prior to participation in GCHS athletics.
 - Baseline tests will be administered on campus and will be scheduled by the head coach prior to the first day of practice.
 - Each year, all freshmen, juniors, and otherwise new student athletes will be retested to keep results up to date
 - In the event of a head injury, the test can be re-administered in a physician's office and compared to the baseline to aid in the detection of concussion
 - Suspected concussion
 - If a concussion is suspected, Indiana state law and IHSAA rules dictate that the athlete must be removed from participation and be evaluated by a physician (MD or DO) prior to returning to athletic participation
 - Athletes suspected of a concussion will not be allowed to participate in any practice or contest until documentation from the physician has been provided to the GCHS athletic trainer(s)
 - Academic Accommodations
 - Physicians can prescribe, if necessary, academic accommodations for an athlete with a concussion
 - Accommodations may include some of the following

- Modified attendance
- No testing/extra time on tests
- Workload reduction
- Limited work on computers
- Breaks as needed to rest in nurse's office
- GCHS academic accommodation policy
 - In the interest of promoting an optimal recovery environment, any student receiving academic accommodations may not attend sports practices or contests, extra-curricular activities, or participate in Kinesiology (PE).
 - Academic accommodations will expire on the date indicated on the accommodation form. If no expiration date is noted, the accommodations will expire three weeks from the date of the visit.
 - Upon physician clearance to return to physical activity, academic accommodations will automatically be removed.
- Return to Play Protocol
 - Upon GCHS physician clearance, athletes will be released to the GCHS athletic trainer(s) to administer the return-to-play protocol.
 - The athlete may return to full athletic participation only upon successful completion of the return-to-play protocol
 - Protocol Stages
 - Stage 1—Light aerobic activity
 - Stage 2—Moderate aerobic activity
 - Stage 3—Sports-specific exercise
 - Stage 4—Non-contact sports drills
 - Stage 5—Full contact sports practice
 - In order to pass a given stage, the athlete must complete the assigned activity without any return of concussion symptoms, and remain symptom free for 24 hours
 - Each stage can be attempted no sooner than 24 hours following the previous stage
 - If at any point concussion symptoms are noted, activity will be discontinued and no further attempt will be made for at least 24 hours, or until symptoms subside.
 - Upon passing stage 5, the athlete will be fully released to return to competition

WEIGHT ROOM

The weight room is available for use by athletes both before and after school as scheduled by the Strength and Conditioning Coordinator. No student shall use the weight room facilities without adult supervision.

INSURANCE

The Guerin Catholic High School coaching and athletic training staffs prioritize the health and safety of our participants above winning. The staff is trained to instruct athletes in the safe and proper skill and training techniques of their individual sport(s). Due to the nature of athletic activity, however, injury, sometimes serious, may occur.

Student athletes are required to take physicals prior to participation. Part of the IHSAA physical form to be filled out requests Insurance information. Each student athlete must have health insurance to participate. Guerin Catholic High School **DOES NOT** carry insurance on any of their student-athletes. All parents are responsible for all of the insurance needs of their student athlete.

The IHSAA carries insurance to cover catastrophic injuries incurred during participation in IHSAA-sanctioned competitions only. More information about the IHSAA catastrophic injury insurance plan is available upon request from the athletic office.

SCHOOL AND PERSONAL PROPERTY

Facilities and Individual Items

All athletes and team members are expected to care for equipment, uniforms, supplies, and facilities as if they were personally owned. This responsibility includes proper attention to washing and drying instructions, inspections, and security of all items.

Locker rooms should be clean and safe areas. All team members share in the responsibility to fulfill this expectation for the health and safety of the team. Athletes are expected to keep their personal areas organized and their personal items clean. Items that are left behind will be thrown away.

Unauthorized use of another person's personal or school-issued items will not be tolerated. Participants will be expected to reimburse the school for school-owned items that are not returned at the designated time in specified condition. A bill for such items will be passed on to the Tuition Office and will appear on future tuition billings.