

# **MALONE CENTRAL SCHOOL DISTRICT**

## INTERSCHOLASTIC ATHLETICS POLICIES AND PROCEDURES



2017-18

## **PURPOSE**

The purpose of this handbook is to acquaint students and parents with the athletic policies and procedures that are in effect in the Malone Central School District. Although we have attempted to include as much information as possible, there will be situations that arise that are not covered in this handbook. Please feel free to discuss your questions and concerns with the coach or the Athletic Director. For further information, you may call Franklin Academy at 483-7807 (extension 3).

## **ACADEMIC REGULATION**

**(Please note- the Academic Regulation will be reviewed during the 2017-18 school year. If changes are made, parents and student-athletes will be notified of the changes.)**

The purpose of the Academic Regulation is to encourage students to do well academically. It is a privilege for students to participate in extracurricular activities. It is important for students to realize that schoolwork must come first.

For the purpose of this policy, an incomplete will be treated as a failure until a passing grade is received for that particular course.

Students' grades will be checked at five and ten week intervals (interim reports and quarterly report cards). Students who are failing more than one course will not be eligible to participate in extracurricular activities for a ten school day probationary period. Extracurricular activities include but are not limited to dances, the prom, school plays, clubs, athletic contests, etc.

Students who are failing more than one course will be eligible to attend school events which are open to the public. All students will be allowed to participate in school activities during Thanksgiving, Christmas, winter (February) and spring (April) breaks, regardless of the students' academic status.

At the end of the ten school day probationary period, students who are failing more than one subject should obtain a verification form from Miss Kilcullen. If the verification form is signed by the teacher(s) of the classes that the student was failing and the student is then failing no more than one subject, the student will return to good standing status. The completed form should be turned in to Miss Kilcullen. It is the student's responsibility to have his or her verification form signed and returned. Once the student has verified passing grades with the Athletic Director he/she will be eligible to return to full participation in extracurricular activities. (See below for specific information in regard to athletics.)

### **Specific Academic Regulation Information for Students Participating on Athletic Teams**

Students who are failing more than one subject will serve a ten school day probationary period which will begin the day after the reports are distributed. During this ten school day probationary period, all athletes who are failing more than one subject will be assigned to 9<sup>th</sup> period study hall. Attendance in 9<sup>th</sup> period study hall is required. Failure to report to study hall will result in disciplinary action. The student will continue to practice with the team and attend contests as scheduled unless there is a conflict with the departure time for an away contest interfering with 9<sup>th</sup> period study hall. In case of such conflict, the student will be required to attend 9<sup>th</sup> period study hall rather than attending the away contest. At the end of the ten school day probationary period, students who are failing no more than one subject will be eligible to return to practice and/or competition. Students who are still failing two or more subjects at the end of the 10 school day probationary period are not eligible to return to/try-out for a team. A student who is placed on academic probation more than one time in a single sport season will be dismissed from the team. Please note: Grades will be checked at the start of the winter and spring seasons (winter- first marking period report cards/spring-third quarter interim reports). The first check of grades in the winter and spring seasons will not be counted as the first offense. All other academic regulations will be in effect. A student who drops a class and is failing the class at the time that it is dropped will follow all regulations listed above.

## **ALCOHOL, TOBACCO AND ILLEGAL DRUG POLICY**

There will be no possession and/or consumption of tobacco products, alcohol, illegal drugs, performance enhancing drugs, or other mood or mind altering substances for which the individual does not have a valid prescription, nor will there be attendance at any location or event where the same are being used illegally.

If a student-athlete attends a gathering or function where alcohol, drugs, or other controlled substances are illegally present, being consumed, or being dispensed, he or she must immediately leave the gathering or function. To remain in the presence of such illegal activities shall constitute a violation of the policy

If a student-athlete is hosting a legal gathering or function and others arrive with alcohol, drugs, or other controlled substances covered by this policy, the student must contact a parent, guardian, or law enforcement agency and have the person removed from the gathering. To continue the gathering or function in the presence of alcohol, drugs, or other illegal substances shall constitute a violation of this policy.

Student-athletes must be aware that any material on social networking websites which indicates a violation of this policy will be investigated.

### **PENALTIES**

#### 1st Offense

The student-athlete will be ineligible to participate in interscholastic athletics for the remainder of the current season or a period of eight (8) weeks within the school year from the date of the underlying incident, whichever is longer. If the eight (8) week period within the school year ends after the approved Section X start date for that season, the student will not be permitted to participate in an interscholastic sport until the start of the next season. If the eight (8) week period within the school year ends during the first ten calendar days of the approved Section X start date, the coach and Athletic Director will determine if the student will be permitted to participate during that season,

In order for the student-athlete to return to participation in interscholastic sports, he or she must complete 20 hours of community service approved by his or her building principal, and participate in a counseling/education/evaluation program as determined by the Director of Athletics.

#### 2nd Offense

The student-athlete will be ineligible to participate in interscholastic athletics for one (1) calendar year from the date of the underlying incident. If the one (1) calendar year period ends after the approved Section X start date for that season, the student will not be permitted to participate in an interscholastic sport until the start of the next season. If the one (1) calendar year ends during the first ten calendar days of the approved Section X start date, the coach and Athletic Director will determine if the student will be permitted to participate during that season,

In order for the student-athlete to return to participation in interscholastic sports, he or she must complete 100 hours of community service approved by his or her building principal, and participate in a counseling/education/evaluation program as determined by the Director of Athletics.

#### 3rd Offense

The student-athlete will not be permitted to participate in interscholastic athletics for the remainder of his or her high school career.

After one (1) calendar year from the date of the incident giving rise to the student-athlete's permanent exclusion from interscholastic sports, he or she may request to be reinstated by a committee comprised of

the Director of Athletics, the building principal, and the coaches involved. If such committee determines that the student-athlete should be permitted to return to participation in interscholastic athletics, it must prepare a return to participation plan including, but not limited to, the following components: counseling, community service, an improvement plan, and a peer education program.

#### 4th Offense

The student-athlete will not be permitted to participate in inter-scholastic athletics for the Malone Central School District. There will be no opportunity for reinstatement.

#### Additional Considerations

Violations of this policy that occur on school property or at any school function or event will be considered two infractions for the purposes of determining the penalty imposed on the student-athlete. For example: A student-athlete who commits a violation of this policy on school property, and who has no prior history of alcohol or drug-related discipline, will be treated as if the infraction is his second offense.

If it is determined that a student-athlete has violated this policy by participating in the organization, facilitation, promotion, or hosting of a gathering or social event where alcohol and drugs are available, a committee comprised of the Director of Athletics, the building principal, and the coaches involved will be convened to determine if additional penalties are warranted.

Should a student be the victim of a crime and alleged to have also violated this policy, the Superintendent and Principal in consultation with law enforcement and the Director of Athletics may propose separate sanctions or an adjournment of any proceedings. This action would be permissible only if a student is deemed by the Superintendent, Principal and law enforcement as a genuine victim of a crime act and they further determine the sanctions could jeopardize a criminal prosecution or further victimize or traumatize the student.

#### **DRUG TESTING**

If a staff member has reasonable suspicion that a student on school property, at a supervised school function, on a school bus, or in a school vehicle, is using or is under the influence of an illegal drug, alcohol, or a prescribed medication not his/her own, the staff member has the right to request that the student take a saliva-based drug test, a Breathalyzer Alco-sensor test, or to smell the student's breath. Should the student refuse to comply with this request, the student shall be subject to the same disciplinary action under this policy as if guilty.

#### **DURATION OF POLICY**

The policy will be in effect from the start of practice in the fall season through the day of graduation.

#### **DUE PROCESS AND APPEAL**

In the event an athlete is accused of violating the Athletic Code of Conduct, the following steps will be taken:

1. The violation will be reported to the relevant building principal.
2. The principal will investigate the matter and allow the accused student-athlete to hear the charges and evidence against him/her, and to present pertinent facts.
3. The principal will make a determination as to whether the student-athlete violated the Athletic Code of Conduct. The student-athlete, his or her parent or guardian, and his or her coach will be notified of the decision as soon as is practicable.

4. The student and/or his/her parent or guardian has the right to appeal any penalty imposed for a violation of the Code of Conduct. The student remains suspended during the course of the appeal process.
5. Such appeal must be directed to the Superintendent of Schools, in writing, within (1) school day of the principal's determination.
6. The Superintendent will issue his or her decision within three (3) school days.

## **ATTENDANCE AT PRACTICES AND GAMES**

Students are expected to attend all practices and games as scheduled by the coach and/or Athletic Director, including those practices held on weekends and when school is in recess. Students who are unable to attend practices and games must discuss the situation with the coach prior to the absence. Students who are injured but remain on the team are expected to attend all practices/games.

## **ATTENDANCE IN SCHOOL**

Students are expected to attend a full day of school and are to participate in all classes. Student-athletes who are absent from school, tardy to school, sign-out of school and return or leave school early will be ineligible to compete or practice on the day of the absence unless special permission has been granted in advance by the Director of Athletics. A doctor's note stating that the student had an appointment and is medically able to participate in athletics will be permitted as an acceptable reason for not reporting to school as expected. The note should also indicate the time of the appointment. Students who feel that they have extenuating circumstances should contact the Director of Athletics prior to the absence. Extenuating circumstances may include but, are not limited to, college visits, educational trips and funerals. Any student who is in school and plans to miss practice must see the coach (personally) prior to the missed practice. If the coach is not available, the student should contact the Director of Athletics. Students who are scheduled for AIS must attend all such classes as scheduled. The coach should be notified in advance of such an obligation.

## **ATHLETIC PLACEMENT PROCESS**

The Athletic Placement Process is a program set up by the NYS Education Department which allows the mature and exceptionally skilled student to advance to an upper level of competition. A student in grade 7 or 8 may qualify to try-out for a jv or varsity team if he/she meets all of the following criteria: permission from parent, medical approval from the school physician, and pass all required components of an established physical fitness test. If a student meets all of the above criteria, he/she simply earns the right to try-out for the team. This does not mean that the student will automatically be a member of that team. For specific information on this topic, please contact the Director of Athletics.

## **AWARDS**

All students are encouraged to attend the end of the season awards program. The first time a student earns a jv or varsity letter, he/she will receive a letter and an insignia. The next time the student earns the same letter, he/she will receive another insignia (if the letter has been earned in a different sport) or a bar. A student who is dismissed, suspended or voluntarily removes himself/herself from a team is not eligible for end of the season awards, even if he/she has earned a letter under option I. A student who is serving his/her 10 day academic suspension when the season concludes will be eligible to receive his/her letter if he/she has earned such a letter under option I. A student who is unable to complete a season due to medical issues may be eligible to receive a letter/participation certificate if he/she attends all practices and games for the remainder of the season.

The following is a description of the letter policy for varsity, jv and modified letters.

## **JV and Varsity**

A student who participates on a jv or varsity athletic team may earn a letter one of two ways:

Option I- A student must meet playing time criteria as outlined on the attached sheet.

Option II- A student must meet the criteria in all of the following areas

A. Practice- Students must attend all practice sessions. Unexcused absences may jeopardize the student's letter and could lead to dismissal from the team.

B. Games- Students must attend all games. Unexcused absences may jeopardize the student's letter and could lead to dismissal from the team.

C. Academic Performance- Students must remain academically eligible to participate in the athletic program. Academic ineligibility (failing two or more subjects) during a season may jeopardize the student's letter.

D. Attitude/Effort- Students must display a positive attitude and put forth sufficient effort in practice as determined by the coach. Failure to display an acceptable attitude or effort may jeopardize the student's letter.

The Coach and/or the Athletic Director will determine if an absence is to be considered "excused".

### Special Notes

#### Option I

Students who earn a letter under this provision will also be given an insignia the first year that they earn a letter in that particular sport and a bar every year there after.

#### Option II

For sports that do not have a jv team (hockey, track, cross country, swimming and golf) a student must meet the above criteria for two years in order to receive a varsity letter.

The following is a list of criteria for a student to earn a letter based on playing time for each sport:

Soccer: Participate in 60% of the games

Swimming: Must average at least 1.5 points per event that student participates in or place in sectionals

Boys Cross Country: Participate in 60% of the meets

Girls Cross Country: Participate in 60% of the meets

Cheerleading: Must participate in at least 75% of games

Football: 1/2 of the quarters plus one additional quarter

Basketball: Participate in 60% of the games

Wrestling: Participate in 60% of the meets

Indoor Track: Must average at least 2 1/2 points per meet:

Entered in one event: 2 1/2

Entered in two events 3 3/4

Entered in three events 4 1/2

Hockey: 1/2 of the periods plus one additional quarter

Softball/Baseball: Participate in 60% of the games

Volleyball: Participate in 60% of the games

Golf: Participate in 60% of the matches

Outdoor Track: Must average at least 2 1/2 points per meet

Entered in one event: 2 1/2

Entered in two events: 3 3/4

Entered in three events 4 1/2

A coach may award a student a jv or varsity letter with the consent of the Athletic Director based on a special circumstance.

### **Modified**

Students will be awarded a modified letter after two years of successful participation on a modified team. A coach may use his/her discretion in awarding a letter to an 8th or 9th grade student who has participated for one year only.

## **AWAY CONTESTS**

When attending athletic events at other schools, students are expected to remain under the supervision of the coach. At no time will any student leave the visiting school's premises without permission from the coach. All visiting locker rooms will be left neat, clean and undamaged.

## **DETENTION AND SUSPENSIONS**

Students who have been assigned after school detention or have been suspended (in school or out of school) are not eligible to practice or compete in interscholastic athletics (or any other extra-curricular activity) until all detentions and/or suspensions have been served or the situation has been resolved.

## **EARLY RELEASE FOR AWAY CONTESTS**

At certain times during the season it may be necessary for students to be released early from school to go to an away game. It is the responsibility of the student to see the teachers of the classes to be missed prior to leaving the building. Students are responsible for all work and seat time that is missed. Students are not to be released earlier than the designated time. Upon being released from class, students are to report directly to the locker room and then to the bus.

## **ELIGIBILITY**

All students who wish to participate in interscholastic athletics must meet all New York State Public High School Athletic Association (NYSPHSAA) and Section X requirements.

## **IMPACT** (Immediate Post-Concussion Assessment and Cognitive Testing)

During the 2017-18 school year, Malone Central School District will use a computer based program called ImPact (Immediate Post Concussion Assessment and Cognitive Testing) for all high school student athletes who participate in contact/collision or limited contact sports. Such sports include football, basketball, Hockey, soccer, baseball, softball, cheerleading, and wrestling. Athletes who participate in the sports listed above will be scheduled to take the test in the computer lab at Franklin Academy during the first two weeks of practice. This tool will be used as a part of the assessment to determine if a student is ready to return to participation after a concussion. The program is recommended for students ages 14 and older. Therefore, we will administer the test to jv and varsity athletes only.

## **INJURIES**

Students are to report all injuries to the individual coach immediately, even if medical attention is not required. Coaches are to complete the school accident report and send a copy of it to the Athletic Director that day or the next day at the latest. The school nurse will then contact the student and/or parent to provide the necessary paperwork for insurance purposes.

If a student has been seen by a doctor for an injury or a condition that will affect physical activity, it is necessary for the doctor to provide the school with a medical release prior to the student returning to participation. This policy is in effect even if the student does not provide the coach with the original note restricting participation. Depending on the nature of the injury and the length of time that the student is

unable to participate. NYSPHSAA minimum practice requirements may need to be met after the student returns to participation.

## **INSURANCE**

The District has a secondary insurance policy on all students. If a student is injured and seeks medical attention, parents should first submit all bills to their primary insurance company. Any unpaid balances after primary coverage should be submitted to the District's insurance company. Specific information on this procedure will be provided to the parent after an accident report has been filed (see "INJURIES" for information on accident reports).

## **JEWELRY**

In accordance with NYSPHSAA regulations, jewelry will not be permitted to be worn in games and/or practices. This includes ear rings, necklaces, watches, pierced eyebrows and navels and all other types of jewelry and pierced body parts. All jewelry must be removed. Taping the jewelry is not permissible. Students who are required to wear medical alert identification should contact the Director of Athletics for specific procedures that must be followed.

## **LATE BUS**

Transportation is available to students after practice. The late bus has several pick-up points in the village of Malone and eventually departs from the high school at approximately 4:55 pm each night. Students riding the bus must present a bus pass to the bus driver upon entering the bus. Students should obtain bus passes from their coach prior to the end of practice. Students who are riding the late bus must be supervised until the bus departs. Students at the high school should wait in the gym building until 4:50 pm at which time they are to walk outside to meet the bus.

## **LOCKER ROOM**

The locker room is to be kept neat, clean and undamaged. Students are expected to pick up after themselves. Horseplay will not be tolerated in the locker room. Whenever possible, team lockers will be assigned to students starting with the varsity, then the jv and finally the modified students. Students are responsible for locking all belongings in their lockers. DO NOT leave valuables in the locker room. The District is not responsible for lost or stolen property. At the end of the season, athletes are expected to remove their belongings from the team locker room. Students who act inappropriately in the locker room may lose the privilege of using the team locker room.

## **NYSPHSAA CHAMPIONSHIPS**

The Malone Central School District is a member of the New York State Public High School Athletic Association and participates in Section X of such organization. If a Malone Central School District team wins a Section X title, the team will advance in the NYSPHSAA tournament. Malone Central School District will use the following standards for individual sports:

Girls' Swimming- Finish in first place in Section X Championship

Bowling- Finish in top 6 in Section X (Section X Composite Team)

Indoor Track- Finish in first place in Section X Championship

Boys' Swimming- Finish in first place in Section VII/X Championship (Plattsburgh, Ausable Valley, Franklin Academy)

Wrestling- Finish in first place in Section X Championship

Golf- Finish in top ten in Section X Championship

Spring Track- Finish in first place in Section X Championship

(These standards will be reviewed in the 2016-17 school year.)



## **PERSONAL CONDUCT**

The District believes that interscholastic athletics serve the purpose of fostering leadership, respect, teamwork, discipline, and sportsmanship. As a result, members of District athletic teams are expected to behave in a manner that reflects these values. Behavior that undermines these values or disrupts the operation of the District's athletic program is prohibited, whether it is engaged in on-campus, off-campus, or online.

Displays of sportsmanship and respect are not limited to the playing field. Student-athletes will not engage in on-campus, off-campus or online behavior that threatens or is hostile to fellow students, faculty, staff, teammates, coaches, officials, or opponents.

In the event a student-athlete is arrested, a committee comprised of the Director of Athletics, the building principal, and the student-athlete's coaches will be convened to determine whether there is competent and substantial proof that interscholastic athletics policies have been violated and what penalty, if any, should be assessed.

## **PHYSICAL EDUCATION**

All students are expected to participate in physical education and swimming class as regularly scheduled. Students who are medically excused from class will not be eligible to compete or practice on that day. If a doctor has excused that student from participating in physical education class, the student will not be eligible to participate in games or practices until the doctor has cleared the student to return to participation. Student-athletes are expected to be prepared for physical education class. The third time the athlete is unprepared he/she will not be allowed to practice or participate in a game/event on that day. This applies to all occurrences throughout the school year.

## **PHYSICAL EXAMINATIONS**

On a yearly basis, all athletes must have a physical exam prior to participation. Physical examinations are available through the school physician. It is the responsibility of the student to see the school nurse to make arrangements to be scheduled for a physical examination. If a student chooses to have a physical by his/her family physician, proper paper work must be filled out and the District physician must then approve the physical prior to participating in practice. NO STUDENTS WILL BE ALLOWED TO PARTICIPATE IN PRACTICES OR CONTESTS WITHOUT PROOF OF A PHYSICAL EXAMINATION. The school nurse will review the health history and interval health history forms. The school physician will approve all physicals.

## **SCHOLAR ATHLETE TEAM AWARD (Varsity teams only)**

The NYSPHSAA sponsors a Scholar Athlete Team Award program. This program requires a minimum number of team members to have a minimum average of 90% for the marking period of which they are participating in athletics. Those students whose averages are used to calculate the team average of 90% or higher will receive a NYSPHSAA Scholar Athlete pin. In addition to those students whose averages were used to qualify the team, all other team members whose averages are 90% or higher will also receive a pin.

## **SECTION X AWARDS (Varsity teams only)**

Academic All-Northern

Sophomores, juniors and seniors who have maintained an overall high school average of 88 or higher, demonstrate a high level of sportsmanship, adhere to team rules and work to achieve their full athletic potential are eligible for the Section X All -Academic award. This award is presented at the end of each season to all students that qualify.

All-Northern (MVP, 1st team, Second team and Honorable Mention)

Depending on the particular sport that a student participates in, there are two different ways of earning All-Northern status. In most individual sports, the student must place first or second in sectionals to receive an All-Northern award (wrestling, track, swimming for example). In team sports, the coaches in the league vote on All-Northern selections. A coach is not allowed to vote for his/her own players. For example, a Franklin Academy coach is not allowed to vote for a Franklin Academy athlete in the All-Northern voting.

## **SPORTSMANSHIP**

Students are expected to display sportsmanlike behavior at all times. This includes practice sessions as well as game situations. Specifically this means that students should show respect for officials, coaches, fans, teammates, other athletes and oneself. The NYSPHSAA handbook states that "Any member of a squad ruled out of a contest for unsportsmanlike conduct or a flagrant foul shall not participate in that sport in the next previously scheduled contest..." Disciplinary action may also be taken by the District in instances of unsportsmanlike behavior, even if such behavior is not acted upon by an official in a contest.

If a student is found to have acted in a flagrant unsportsmanlike manner, the student, coach, parent, Athletic Director and a neutral member of the coaching staff will meet to discuss the appropriate disciplinary action.

## **TRANSPORTATION**

Students are expected to behave on the bus as they would in a classroom. All students should remain in their seat until the bus has arrived at the destination. There will be no undue noise on the bus. Students will not be permitted to change their clothes on the bus. Depending on the sport in which a student participates, the student will need to change in the locker room before leaving or in the locker room at the school where he/she is participating. The student should check with his/her coach and/or bus driver to find out if food and beverages may be consumed on the bus. Under no circumstances will glass containers be permitted on the bus. Students are responsible for picking up all garbage on the bus upon returning home. Students are expected to ride the bus to and from all away contests. If a parent is interested in transporting his/her own child home from an away contest, a written note must be provided to the coach. During the season, there may be times when coaches require all students to ride the bus home. Whenever possible, the coach should let the students know in advance. All other special transportation requests must be submitted in writing to the Director of Athletics at least 24 hours in advance.

## **UNIFORMS/EQUIPMENT**

All issued uniforms/equipment that are the property of the District shall be returned at the end of the season. Students will be responsible for the cost of replacing lost or stolen uniforms/equipment. Students are expected to wear their uniform as provided to all contests. Uniforms shall not be worn for physical education class, practice or any other time except for regularly scheduled contests. The coach may approve the wearing of uniforms for special occasions (Homecoming Pep Rally for example). Students are expected to have their uniforms laundered after each contest. Malone Central School District colors are forest green and white. It is not acceptable for students to make modifications to the uniforms that are issued to them by the District. While representing the District in competition, team members are expected to dress alike and in full team uniform. Additions to the uniform such as different colored socks (except as required by rules), head bands, multi-colored wrist bands, black tights and other such additions are not appropriate. It is not appropriate to remove the uniform immediately following the game in celebration or in frustration. Students should keep in mind that it is an honor to wear the uniform and should act appropriately. It is expected that uniforms will be laundered and returned within one week following the conclusion of the season.

## **MISCELLANEOUS RULES**

Once the coach finalizes the roster and cuts have been made (where applicable), an athlete will be expected to continue on the team for the rest of the season. If an athlete quits without permission of the coach, the athlete will be ineligible for any sport during that season. Only in unusual circumstances will this procedure be altered and this decision will be made by the coach involved and the Athletic Director.

Students are expected to dress appropriately for all practice sessions. Protective equipment must be worn as required by each sport. Practice clothing should be appropriate and follow regular school guidelines for appropriate dress. It is not appropriate for students to wear boxers as shorts or sports bras as t-shirts.

Profanity will not be tolerated at any time. The coach will take the appropriate action at his/her discretion. Repeated use of profanity will be reviewed by the sportsmanship committee.

As representatives of the school, athletes are expected to conduct themselves in a mature and sportsmanlike manner at all times. Students who behave inappropriately in school or out of school will face disciplinary action.

The coach of each team may decide if it is appropriate to elect/select captains for the team. Captains do not have the authority to discipline team members. The coach of the team will be responsible for handling all disciplinary issues.

Individual team rules may be enforced by coaches after approval by the Athletic Director.