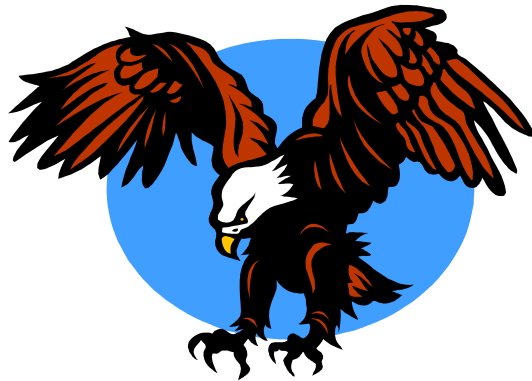


Albion Central School District

Interscholastic Athletics and  
Extracurricular Activities

Handbook



Purple Eagles

Board Approved 8/3/09

# Albion Central School District

## Mission, Vision, Values

### OUR MISSION

“Achievement, Character, and Success for Life....ACS”

### OUR VISION

“A Community School of Excellence, A Model for All”

### OUR VALUE STATEMENTS

- Share the Work, Celebrate the Success
- Learn Today, Lead Tomorrow
- Value Everyone, Everyday, Everywhere
- ACS – Community Built on Character
- Committed to Continuous Improvement

### EXPECTATIONS FOR ATHLETES AND EXTRACURRICULAR ACTIVITY PARTICIPANTS

The intent of this handbook is to promote responsible behavior that promotes an orderly and safe school environment. It is the belief of the Albion Central School District that everyone in our community must strive toward contributing to this goal. Our objective is to develop a moral school community based on

**Respect:** to behave in ways that are sensitive and courteous to the rights and feelings of everyone

- Show compassion
- Follow rules set by those in authority
- Resolve conflicts in a peaceful manner
- Accept differences

**Responsibility:** to perform duties and tasks to the best of one’s ability in a way that most positively affects self and others

- Show you can be trusted by others
- Carefully think things through before taking action
- Be honest
- Behave in ways that do not negatively affect the environment or other people

**Optimism:** to have a positive attitude and to continue working toward success despite obstacles

- Be able to recognize problems and take steps to solve them
- Have a hopeful view of oneself and others
- Be eager to learn

# **Philosophy of Athletics and Extracurricular Activities**

The Board of Education recognizes that athletics and extracurricular activities are an integral part of a well-balanced educational program. Therefore, the Board of Education supports within its resources a broad sports program with equal access for both males and females with emphasis on maximum participation through interscholastic activity. In addition, a wide selection of extracurricular activities is available to all students at every grade level.

Albion Central School District's Board of Education believes that the goals and objectives of the athletic and extracurricular programs reflect the mission of our total educational program. We wish to maximize respect, responsibility and optimism through intellectual, social and personal development. Promoting self-discipline, character, competence and citizenship allows Albion students to grow as individuals and as part of a team/organization.

It is recognized that the organization of the athletic and extracurricular programs and the way they are conducted play a vital role in the climate of the student body and are important steps in creating good school relationships. We advocate being competitive at all levels without placing too great of an emphasis on winning. As part of the educational process, an important goal is for our student participants to develop a positive attitude and contribute to the team and/or club.

## **ATHLETIC PHILOSOPHY BY LEVEL**

**The essential goals of athletic instruction are to teach basic fundamentals and rules while maintaining a level of conditioning that fosters a healthy approach toward competition. Although competition is important, the Board of Education recognizes the differing goals between the three levels of athletics: 7-8 Grade, Junior Varsity and Varsity.**

**7-8 Grade** – This program of competitive sports focuses on the fundamentals of the game, rules, training and basic skills. Emphasis is placed on basic skill development and maximum participation is desired. It is recognized that every effort will be made to play participants in all contests.

**Junior Varsity** – The junior varsity level of competition is the program where increased emphasis is placed upon team play, physical conditioning and refinement of basic skills. Winning at the junior varsity level is considered important, and participants will be taught how to cope with losing and crowd influence during contests. Each individual will be given the opportunity to play during the season at the discretion of the coach. All members of the team who participate for the entire season will receive an equal award.

**Varsity** – The varsity level of athletic competition is the culmination of the high school athletic program. Team play, sportsmanship, individual physical ability, motivation and mental attitude are very important aspects of competition at the varsity level. The team definitely plays to win the contest but varsity contestants should accept the fact that important lessons are to be learned from losing and winning. It is recognized that not all participants play in every contest. All members of the team who participate for the entire season will receive an equal award. Ability and attitude will be the determining factors in making the team at the varsity level.

# ATHLETIC OFFERINGS

## Fall

### **Football**

Varsity  
Junior Varsity  
Freshman  
7-8 Grade

### **Boys' Soccer**

Varsity  
Junior Varsity  
7-8 Grade

### **Girls' Soccer**

Varsity  
Junior Varsity  
7-8 Grade

### **Golf**

Varsity  
7-8 Grade

### **Boys' Cross Country**

Varsity  
7-8 Grade

### **Girls' Cross Country**

Varsity  
7-8 Grade

### **Girls' Volleyball**

Varsity  
Junior Varsity  
7-8 Grade

### **Football Cheerleading**

Varsity  
Junior Varsity

## Winter

### **Boys' Basketball**

Varsity  
Junior Varsity  
7-8 Grade

### **Girls' Basketball**

Varsity  
Junior Varsity  
7-8 Grade

### **Boys' Swimming**

Varsity  
7-8 Grade

### **Girls' Swimming**

Varsity  
7-8 Grade

### **Wrestling**

Varsity  
Junior Varsity  
7-8 Grade

### **Basketball Cheerleading**

Varsity  
Junior Varsity

## Spring

### **Boys' Baseball**

Varsity  
Junior Varsity

### **Girls' Softball**

Varsity  
Junior Varsity

### **Tennis**

Varsity

### **Boys' Track**

Varsity  
7-8 Grade

### **Girls' Track**

Varsity  
7-8 Grade

## **Albion High School Extracurricular Activities**

Fall Play  
Spring Musical  
Marching Band  
Color Guard  
Jazz Band A and B  
Select Chorus  
FFA  
Yearbook  
Literary Magazine  
Close Up  
American Legion Speaking Contest  
Student Council  
National Honor Society  
Mock Trial  
History Club  
Multicultural Club  
Interact  
Latin Club  
Spanish Club  
Masterminds  
Chess Club  
Technology Club  
Fitness Club  
Running Club  
Art Club  
Bowling Club

## **Albion Middle School Extracurricular Activities**

Fall Play  
Spring Musical  
Jazz Band  
FFA  
Student Council  
Yearbook  
Literary Magazine  
Bookstore  
National Junior Honor Society  
Latin Club  
Spanish Club  
Multicultural Club  
Chess Club  
Science Olympiad  
Multimedia Club

# ACADEMIC ELIGIBILITY

The Board of Education believes the importance of academic preparation is recognized as the primary function of the school system.

The importance of participation in interscholastic athletics and extracurricular activities is also recognized as very important to the development of the total individual.

Students who are failing two or more courses at the 5 week grading interval will be placed on probation for one week. During the week of probation they will be allowed to continue to practice, participate and compete during the week. Students still failing two or more courses at the end of the probationary week would then become ineligible for the remaining four weeks of the marking period.

<u>Reporting Period</u>	<u>Outcome</u>
a) 5 week reporting periods (weeks 5, 10, 15, 20, 25, 30, 35)	1 week of probation – may practice and participate in all events and activities
b) At the end of six weeks	Student is ineligible to compete for the remaining 4 weeks. They may practice but not dress or compete in competitions or performances.

Auditing situations will not count as failures. Any incompletes will be evaluated when the grade is finalized.

Coaches and advisors will have access to standardized forms to distribute to their students who are failing two or more courses at five week periods.

Students who improve their performance to a passing level can then have the pertinent teacher sign off. The form is to be returned to the coach/advisor. He/She in turn will submit the form to the athletic director or building administrator. The forms will then be submitted to guidance to delete students from the failing list.

In the event auditions or tryouts occur during a period of academic probation or ineligibility, students will be allowed to audition or try out.

Any situations outside of the normal/usual course of events will be reviewed by a committee consisting of the coach/advisor, athletic director (as appropriate) and principal.

Teachers will have an override to identify those students who are working at or above their potential and still are not passing their course. Incompletes will not be counted as failures.

## **Eligibility** Guidance

- a) Generate failing lists (students failing two or more courses) at weeks 3, 5, 10, 15, 20, 23, 30 and 35.  
These reports are to be circulated on the nearest Monday
- b) An updated 6 week report will be generated on weeks 6, 11, 16, 21, 26, 31 and 36.  
Students who improve academic performance and are not failing or are only failing one course will be deleted from the failing list.

**Albion Central School District**  
**ATHLETIC/EXTRA-CURRICULAR ACTIVITY CODE OF CONDUCT AGREEMENT**

**ATTENDANCE:**

- In order for a student to be eligible to participate in extra-curricular activities (i.e. athletics, clubs, meetings, FFA, instrumental, drama/arts programs, student council, cheerleading, service organizations, etc) he/she must be in regular attendance at school the day that the said practice/meeting or activity is scheduled. In certain circumstances, the principal may grant permission to be absent and still participate (enforced by coach/advisor of activity).
- Participants are expected to be present at every practice/meeting/event called by the coach/advisor unless absent from school or excused by the coach/advisor of that activity.

**TERMINATION:**

- Leaving Team/Activity: If a member quits a team or activity, he/she has forty-eight (48) hours to personally ask the coach/advisor for reinstatement. The coach/advisor will act on it as he/she wishes. He/she may reinstate the student or drop the student from the activity/team.
- Once a student has been selected as a member of an extra class physical team (squad) and attends a contest as a member of that team, he/she shall be ineligible to try out for another physical activity during that season if he/she resigns from that team. This policy applies to interscholastic sports as well as to cheerleading activities.
- **NOTE:** If the coach/advisor grants permission to a student to leave the team or club, the student may elect to try out for another activity.

**TRANSPORTATION:**

- Participants (including managers, statisticians and helpers) must ride the bus provided for them to and from activities. A member may return with his/her parents provided the request is in writing to the coach/advisor. If a member does not return on the bus with the group without a reasonable excuse, the participant will be removed from the activity. In special circumstances, the building principal may grant permission for alternative transportation to/from an activity.

**EQUIPMENT/SCHOOL PROPERTY:**

- Equipment, uniforms, instruments, props, costumes, etc. issued to each student must be properly cared for and not abused. All items issued must be turned in after the last scheduled game/activity or the first school day following the last scheduled activity. Students are responsible for all replacement costs if items are damaged or lost.

**CONDUCT:**

- Appearance: Student participants are representing the Albion Central School District and the community; therefore, they should be neat and dress in good taste. The coach/advisor is responsible for his/her group's appearance.
- Sportsmanlike Conduct: An advisor/coach may suspend a student for unsportsmanlike conduct. Issues pertaining to question of conduct will be resolved by a committee consisting of the coach/advisor and the building principal. If this is an athletic event, the director of athletics will be included in the committee. Appeals may be lodged through the Superintendent of Schools within two days of suspension.
- School Related Injury: A student participant who gets injured during a school sponsored event, either during practice or during the event, must notify his/her advisor within 24 hours of the injury.
- Smoking, drinking, drugs: Students must abstain completely from smoking and/or drinking alcoholic beverages and the illegal use of drugs or narcotics, steroids, "over the counter" stimulants, depressants, and/or "look-alike" drugs. **PENALTY** - suspension from participation in interscholastic athletics and/or extra-curricular activities for twenty (20) weeks, excluding July 1 through August 15. The twenty (20) consecutive weeks may cross school years. (see below for suspension waiver)

**WAIVER FROM SUSPENSION (as per last bulleted item above)**

The participant will be suspended from all activities for a **minimum of five (5) school days**. The twenty (20) week suspension from participation in extra-curricular activities and/or interscholastic athletics **may be waived** by the building principal once the student voluntarily:

1. **Agrees to participate in a substance abuse education group of six (6) sessions conducted by Albion Central School staff.** Failure to participate and complete this education group will result in an immediate suspension from extra-curricular and/or athletic activities until the student's participation in the group has been completed **OR**
2. Agrees to participate in an anti-tobacco product workshop if the offense involves tobacco products.

**The student suspension will be in effect until arrangements have been made to comply with the above.** If the student and his/her family do not comply, the suspension will resume and continue until compliance is complete.

If the student has a **second violation** within one calendar year (365 days), the student will be suspended from all activities for a **minimum of five (5) school days**. The twenty (20) week suspension from participation in extra-curricular activities and/or interscholastic athletics **may be waived** by the building principal once the student and his/her family voluntarily:

1. Agree to participate at his/her own expense, in a chemical dependency evaluation (at GCASA, or other alcohol/drug treatment facility) and further agrees to participate in any treatment recommended by the evaluating agency. Failure to keep the appointment will result in an immediate suspension from extra-curricular or athletic activities until the appointment is rescheduled **AND**
2. The student and his/her family will agree to participate in any higher treatment level or counseling recommended by the Superintendent of Schools or his/her designee. Any and all counseling or treatment is at the student's/family's expense.

**Subsequent violations will result in a twenty (20) week suspension from all extra-curricular activities.** A waiver of suspension may be granted to reduce the suspension from twenty (20) weeks to ten (10) weeks, as per approval of the superintendent. If the school year ends prior to the completion of the suspension, the remaining percentage of the suspension will be applied effective the following school year, beginning with the first meeting/practice day.

# **EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC ATHLETICS: THINGS TO KNOW**

## **Orientation Procedure**

The following information is intended to provide prospective athletes with a list of obligations each must meet prior to the start of each athletic season:

- All athletes must sign-up for their prospective sport with the school nurse:
  - Fall athletes mid-April, with physicals at the end of May.
  - Winter athletes end of September, with physicals at the end of October.
  - Spring athletes end of January, with physicals at the end of February.
- Submit all forms to the nurse:
  - Health History Form prior to competing in your first scholastic sport for the school year.
  - Interval Health History Form for all subsequent scholastic sport seasons.
- Complete all preliminary health screening conducted by the school nurse.
- Attend scheduled physical
- Attend a brief pre-season mandatory informational meeting conducted by the coach.
- At the first scheduled practice each coach will review with their team the items contained in the Athletic/Extra-curricular Handbook.
- Within the first week of practice each athlete is required to turn in the athlete/parent signed portion of the Athletic/Extra-curricular Handbook.

At the start of each school year, the club advisor will meet with all activity participants. They, too, will review this Handbook, and each participant will be required to sign the Code of Conduct.

Should a student join an extracurricular activity later in the school year, the advisor will meet with him/her, review this Handbook and the Code of Conduct and obtain his/her signature.

Parental signatures will also be required for all students.

## **Suspension From School**

Any time an athlete violates a regulation pertaining to all students, a general disciplinary policy will be enforced in addition to application of the interscholastic athletic eligibility rules. If the student is suspended from school, interscholastic suspension will not start until the participant officially returns to school.

## **No Smoking Policy**

To comply with Federal and State Law and to acknowledge the dangers of smoking, particularly in an environment where children are present, the Albion Board of Education prohibits the use of tobacco products, including but not limited to smoking and chewing tobacco in all school facilities, on all school grounds, and in any vehicle on school grounds.

## **Accidents And Injuries**

Participation by an athlete involves some degree of risk of physical injury. Such physical injury can occur in any type of athletic activity, be it "contact" or "non-contact". Further, many injuries are truly accidental in nature and involve no negligence by anyone, including the athlete. By volunteering to participate in a school sponsored athletic activity, the athlete and his/her parent(s) assume the risk for injuries to occur. If during the course of any athletic practice or contest an athlete is injured, it is the responsibility of the coach or coaching staff to provide basic First Aid to the injured athlete and obtain further assistance, if necessary. The coach will also make appropriate phone calls and will document the injury.

## **Off Campus Infractions**

In circumstances where off-campus conduct violates The Albion Central School District Value Statements or directly impacts the safety, health or welfare of those within the educational system, discipline by school officials may be pursued. Additionally, in circumstances where off-campus conduct adversely affects the educational process, discipline by school officials may be pursued.

## ADDITIONAL ATHLETIC INFORMATION

### Sports Physicals

The school doctor will provide physical examinations for all prospective athletes and cheerleaders prior to their “trying out” for a team. The physical examinations may be held any time after August 1 but prior to any tryouts for the sport. The school doctor’s determination will be final and while he/she may consult or seek advisement from other physicians, his/her determination must and will be final.

### Parent/Coach Communication:

- *Communication You Should Expect From Your Child’s Coach*
  1. His/her coaching philosophy
  2. Expectations the coach has for your child as well as all the players on the team
  3. Locations and times of all practices and contests
  4. Team requirements i.e., fees, special equipment, etc
  5. Procedure if your child should be injured during participation
  6. Discipline that results in the denial of your child’s participation
- *Communication Coaches Expect From Parents*
  1. Concerns should be expressed directly to the coach
  2. Notification of any schedule conflicts well in advance
  3. Specific concern in regard to a coach’s philosophy and/or expectations
- *Appropriate Concerns To Discuss With Coaches*
  1. The mental and physical treatment of your child
  2. Ways to help your child improve
  3. Concerns about your child’s behavior
- *Issues Not Appropriate To Discuss With Coaches*
  1. Playing time
  2. Team strategy
  3. Play calling
  4. Other student athletes

### Changing Athletic Teams

It is important that the student athlete try to go out for the right sport, particularly at the junior varsity and varsity levels. A student athlete may not change from one sport to another once a team has been selected, without permission from the Athletic Director. If he/she has been cut from one team, it is legitimate to try out for another sport.

### Family Vacations

When parents and student athletes choose to take their family vacations during athletic seasons, it must be understood that the time missed by the student athlete can affect team chemistry and personal conditioning. Student athletes who miss practices or contests for any reason may have their position or playing time adjusted. Note: NYSPHSAA Rules regulate the number of practices an athlete must have before he/she is eligible to play in a game.

## **Outside Participation**

The NYSPHSAA allows outside participation. Albion student athletes must understand that commitment to the school team comes first, and outside participation should not be detrimental to an individual or the team. There will be many circumstances where a student athlete should not participate in an outside activity due to the possible effect on the team. A student should not participate until he/she checks with the individual coach involved with the school team.

## **Selection Classification**

The Albion Board of Education approves the use of the selection/classification process for all secondary school interscholastic team members as prescribed by the Commissioner's Regulation and administered by the Athletic Director. The selection classification program was designed for mature and exceptionally skilled student-athletes to advance to an upper level and for less developed student-athletes to participate in an appropriate lower level that is suited to their development and ability. The program is not to be used to fill positions on teams, provide additional experience, provide a place for middle school student-athletes to play when no 7/8 grade program is offered, or to reward a student-athlete. It is aimed at the few selected student-athletes who can benefit from such placement because of their level of readiness. Normally a student-athlete is eligible for senior high competition in a sport during each of four consecutive seasons commencing with the student-athlete's entry into the ninth grade. However, by satisfying the requirements of the selection classification program, a student-athlete may receive extended eligibility to permit

1. Participation during five consecutive seasons in the approved sport after entry into eighth grade or
2. Participation during six consecutive seasons in the approved sport after entry into the seventh grade.

## **Selection/Classification Procedures**

1. The Athletic Director receives a recommendation for a particular student-athlete to be considered for the selection classification program. The recommendation must come from a coach or physical education teacher within the district.
2. The Athletic Director or coach then will contact the parent(s) of the student-athlete to explain the program in detail.
3. The student-athlete then receives a parent permission form to be signed and returned to the Athletic Director.
4. Once the parent permission form is received by the Athletic Director, the school nurse will then be contacted to set a date for the student-athlete to meet with the school doctor. This examination with the doctor will help determine the maturity level of the student-athlete.
5. Once the student-athlete is cleared by the doctor to continue on with the process, the Athletic Director will contact a physical education teacher to administer the battery of physical tests that are required by the program.

Once the student-athlete meets the physical requirements of the physical test for his/her particular sport, the Athletic Director will inform the Coach of the sport.

## **N.Y.S.P.H.S.A.A., INC Code of Ethics**

### **It is the duty of all concerned with Interscholastic Athletics to**

1. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play
2. Eliminate all possibilities which tend to destroy the best values of the game
3. Stress the values derived from playing the game fair
4. Show cordial courtesy to visiting teams and officials
5. Establish a happy relationship between visitors and hosts
6. Respect the integrity and judgment of the athletic officials
7. Achieve a thorough understanding and acceptance of the rules of the game and standards of eligibility
8. Encourage leadership, use initiative and good judgment by players on the team
9. Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players
10. Remember that an athletic contest is only a game, not a matter of life and death, for player, coach, school, fan, community, state or nation

## **Sportsmanship Policy**

The Albion Central School District's Interscholastic Athletic program is committed to promoting the proper ideals of sportsmanship, ethical conduct and fair play at all athletic activities. We will oppose instances and activities that are not conducive to the best values of athletic competition in order to ensure the well being of all individual players. We will expect acceptable standards of good citizenship and propriety with proper regard for the rights of others.

We are further committed to the belief that schools participating in interscholastic athletic activities should be held responsible for the conduct of their players, coaches, faculty, parents and any other spectator. Conduct which is detrimental to the educational value of athletics may be deemed just cause for the schools' reprimand, probation, suspension from a particular sport or suspension from interscholastic athletics as outlined in the district's Code of Conduct.

## **Parent/Spectator Expected Behavior and Ethics**

It is the responsibility of the parent/spectator to

1. Keep cheering positive; there should be no profanity or use of degrading language/gestures
2. Avoid actions which offend visiting teams, officials or individual players
3. Show appreciation of good play by both teams
4. Learn the rules of the game in order to be a better-informed spectator
5. Treat all visiting teams and officials in the manner in which you would expect to be treated
6. Accept the judgment of coaches and officials
7. Be a good role model for athletes

## **Student Athlete Expected Behavior and Ethics**

It is the responsibility of the student-athlete to

1. Demonstrate self control and respect for others at all times
2. Remember that participation in athletics is a privilege, not a right
3. Respect opponents
4. Respect the integrity and judgment of officials
5. Remember that improper behavior while in uniform reflects poorly upon yourself, your family, your school and community
6. Accept victory with grace and defeat with dignity

## **Audience Behavioral Guidelines for Concerts and Performances**

1. Drinking or eating is prohibited in the auditorium at any time.
2. Enter the performance area in a responsible manner. If arriving late, wait to be seated at an appropriate break in the program.
3. Remain seated for the entire performance. If leaving is absolutely necessary, wait for an appropriate break in the program (i.e. applause).
4. Demonstrate appropriate behavior while waiting for the performance to begin and throughout the program (i.e. keeping feet off the seats).
5. Give the performers your undivided attention.
6. Cell phones, pagers, and all electronic devices **MUST** be turned off for the entire performance.
7. Refrain from inappropriate verbal feedback (i.e. shouting rude comments) or talking during the performance.
8. Respect the supervisory people (i.e. ushers, house managers, etc) and follow their directions when asked.
9. Remember to enjoy the program and allow others to do the same.

*Participation in Interscholastic Athletics and Extracurricular Activities in the Albion Central School District is a privilege which is accompanied by responsibility. As a student participating in my school's athletic and/or extracurricular activities, I understand and accept the following responsibilities listed in the Code of Conduct and throughout the Eligibility Rules:*

**Albion Central School District  
Code of Conduct**

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**Respect:** to behave in ways that are sensitive and courteous to the rights and feelings of everyone.

- Show compassion
- Follow rules set by those in authority
- Resolve conflicts in a peaceful manner
- Accept differences

**Responsibility:** to perform duties and tasks to the best of one's ability in a way that most positively affects self and others.

- Show you can be trusted by others
- Carefully think things through before taking actions
- Be honest
- Behave in ways that do not negatively affect the environment or other people

**Optimism:** to have a positive attitude and to continue working toward success despite obstacles.

- Be able to recognize problems and take steps to solve them
- Have a hopeful view of oneself and others
- Be eager to learn

As a coach/advisor, I have communicated with all participants every aspect of the Eligibility Rules. Our /organization is committed to all aspects of the Code of Conduct and the Eligibility rules.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_  
Signature of Coach/Advisor

I have read and I will follow the Code of Conduct and the Eligibility Rules for participants.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_  
Signature of Student Athlete/Participant

I have read and I will follow the Code of Conduct and I/we have discussed my/our child's responsibility regarding Eligibility Rules and regulations.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Printed Name of Parent(s)/Guardian(s)