

**Millbrook Central School District  
Athletic Handbook**



**For  
Student/Athletes  
And Parents  
2020-2021**

## **PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS**

Interscholastic athletics in the Millbrook Central School District is a component of the health and physical education program and therefore is an integral part of the district's total educational program. Athletics should be a broadening experience in which harmony of mind-body functions is created through striving for physical and mental excellence. This value-building experience should be offered to as many students as possible. A well-coordinated program is vitally important to the morale of the school and our community.

Everyone involved in the delivery of the athletics possesses a unique opportunity to teach positive life skills and values. Therefore, this educational experience demands highly qualified coaches. Desire, dedication, and self-discipline need to be developed in order to ensure the commitment and personal sacrifice required by athletics. Making such a commitment helps to nurture integrity, pride, loyalty, and overall character. The final outcome is a better citizen carrying these values throughout their life.

It is the nature of athletic competition to strive for victory. However, the number of victories is only one criterion when determining a season's success. Guiding the team to attain maximum potential is the ultimate goal. To this end, the coaching staff must teach Student Athletes to prepare their minds and bodies in order to reach maximum potential, and then to be modest in victory and steadfast in defeat.

## **MODIFIED PROGRAM PHILOSOPHY**

This program is available to all students in the seventh and eighth grades. Sport activities offered are determined by the existence of leagues, student interest, and the relationship to the high school program. At this level, the focus is on learning athletic skills and game rules, fundamentals of team play, socio-emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition.

At the modified level, cutting of students is not our desired policy. Ultimately, the number of teams and size of the squad in any sport will be determined by the availability of 1) financial resources, 2) qualified coaches, 3) suitable indoor or outdoor facilities, and 4) a safe environment.

In order for the desired development of the adolescent athlete and team to occur, practice sessions are vital. The New York State Public High School Athletic Association publishes regulations by which practice sessions are governed. Occasionally, practice or contests will be scheduled for Saturdays. Opportunities for meaningful contest participation for each team member will exist over the course of a season.

Exceptional seventh and eighth graders may be permitted to try out for a junior varsity or varsity team under the State Education Department Program called Athletic Placement Process. Criteria that must be met in order to play at an advanced level include parental approval, medical approval, appropriate developmental rating, passing athletic performance test scores, and the coach's skill evaluation. Additionally, students must display an advanced degree of socio-emotional maturity before team membership is granted.

## **JUNIOR VARSITY PROGRAM PHILOSOPHY**

The junior varsity level is intended for those who display the potential of continued development into productive varsity level performers.

At this level, athletes are expected to have visibly committed themselves to the program, team and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, and strategies of team play in addition to socio-emotional development. Junior varsity programs work towards achieving a balance between continued team player development and striving for victory. The outcome of the contest becomes a consideration at this level.

The realization that practice sessions are important to a premise that is vital to a successful junior varsity team and player. For all team members, meaningful contest participation will exist over the course of a season; however, a specified amount of playing time is never guaranteed.

Participants at this level are preparing themselves for the six-day-a-week commitment that is expected at the varsity level. While contests are rarely held on holidays and Sundays, practice sessions are often scheduled during school vacation periods. With the goal of becoming a varsity athlete clearly in sight, a high level of dedication and commitment is expected at the junior varsity level.

## **VARSIY PROGRAM PHILOSOPHY**

Varsity competition is the culmination of each sport's program. Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and is informed of its importance. The number of roster positions are relative to the students' acceptance of their individual roles in pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed.

A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport required a six-day-a-week commitment. This commitment is often extended into vacation periods for all sport seasons. While contests are rarely held on holidays and Sundays, the dedication and commitment needed to conduct a successful varsity program should be taken seriously.

The varsity coach is the leader of that sport's program and determines the system of instruction and strategy for that program. The communication among the modified, junior varsity and varsity programs is the responsibility of the varsity coach. Preparing to win, striving for victory in each contest and working to reach the group's and individual's maximum potential are worthy goals of a varsity level team.

## **CONDUCT AND RESPONSIBILITIES FOR COACHES, STUDENT ATHLETES AND OTHER STUDENTS AND SPECTATORS**

### **COACH'S RESPONSIBILITIES**

The coach bears the greatest burden of responsibility for sportsmanship. The coach's influence upon the attitudes of the players, student body, and community are unequalled. In order for good sportsmanship to become a reality, it is essential that the coach subscribes to the values of sportsmanship and teaches its principles through word and deed.

- Adhere to the academic eligibility requirements.

- Abide by the athletic & attendance policy as well as the Millbrook student code of conduct.
- Always set an appropriate example for others.
- Teach the values of honest effort in conforming to the spirit as well as the letter of rules.
- Instruct the players in their sportsmanship responsibilities.
- Take appropriate disciplinary action when an athlete displays unsportsmanlike behavior.
- Be a perfect host to opponents; treat them as guests.
- Respect the contest official's judgment and interpretation of the rules.

### **ATHLETE'S RESPONSIBILITIES**

The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectator.

Specifically:

- Adherence to the academic eligibility requirements.
- Abide by the athletic attendance policy and the Millbrook Student Code of Conduct..
- Accept the responsibility and privilege of representing the school and community.
- Treat opponents with the respect that is due them as guests and fellow human beings.
- Exercise self control at all times, accepting decisions and abiding by them.
- Respect the official's judgment and interpretation of the rules. Never argue or make gestures indicating a dislike for a decision.
- Accept both victory and defeat with pride and compassion, never being bitter or boastful.
- Cooperate with the coaches and fellow players in promoting good sportsmanship.

### **STUDENT'S/PARENT'S/SPECTATOR'S RESPONSIBILITY**

The student's frequent role as spectators and their tremendous enthusiasm for sports are indicative of their vital responsibility for good sportsmanship. Their habits and reactions determine the quality of sportsmanship, which help establish the reputation of their school.

Specifically:

- Demonstrate the fundamentals of sportsmanship as an adult member of the audience.
- Respect the property of the schools and the authority of the school officials.
- Show respect for an injured player when he/she is removed from the contest.
- Demonstrate appropriate language before, during, and after all contests.
- Demonstrate appropriate behavior before, during, and after all contests.
- Respect the judgment of the coaches and referees.

### **GETTING READY TO PLAY**

- **Attend the Sign-Up Meeting** - In the weeks before a sports season, a sign-up meeting will be conducted. At this meeting the coach will distribute important information concerning the upcoming season.
- **Physical Examination** - A yearly physical examination is required. This electronic registration must be completed online prior to participation. The physical covers all sports. The physical exam is good for 365 days from the date of the physical.
- **Electronic Athletic Participation Form** through Family ID can be found at the Millbrook CSD Athletic Website. All questions on this form must be answered in order for the form to submit electronically. You can find the link to this form at <http://www.millbrookcsd.org/sports> and click on Register Now. The electronic program online will not be open until 30 days prior to the start of the season. ANY allergy, asthma, Epi-Pen or physical forms must be submitted to the Nurse's Office.

- Attend **Practice Sessions** - Student/athletes are expected to attend all scheduled practice sessions and games unless excused by the coach in conjunction with the parent.

*Note: Many students receive school physicals during the year in compliance with New York State Health regulations. These are not sports physicals. Check with the school nurse to be sure you have a current sports physical. NO STUDENT ATHLETE WILL BE ALLOWED TO PARTICIPATE IN ANY PRACTICE WITHOUT A CURRENT SPORTS PHYSICAL*

### **ATHLETIC PLACEMENT PROCESS (APP)**

The Athletic Placement Process, governed by the NYSPHSAA, is a process for screening students to determine their readiness to compete in interscholastic athletic competition by evaluation of their physical maturity, fitness and skill. The intent of this program is to provide for students in grades 7 through 12 to safely participate at an appropriate level of competition based upon readiness rather than age and grade. Students do not mature at the same rate, and there can be a tremendous range of developmental differences between students of the same age.

This program has been designed to assess a student's physical maturation, physical fitness and skill, so the student may be placed at a level of competition which should result in increased opportunity, a fairer competitive environment, reduced injury, and greater personal satisfaction.

**The Athletic Placement Process was designed for mature and exceptionally skilled students to advance to an upper level, and less developed students to participate at an appropriate lower level that is suited to their development and ability.**

**The head coach in each sport recommends individuals to be selectively classified. In addition to the criteria mentioned, the socio-emotional maturity of each student athlete is assessed, especially in situations where student athletes are attempting to participate on an advanced level.**

**Ultimately the decision to allow a student-athlete to go through the process is made by the Athletic Director.**

### **CHANGING SPORTS**

A Student Athlete may not change from one sport to another once a team has been selected, without the permission of the Athletic Director. If he or she has been cut from one team, it is legitimate to try out for another.

### **FAMILY VACATIONS**

When parents and Student Athletes choose to take their family vacations during sport seasons, it must be understood that time missed can affect the team chemistry and personal conditioning. Student Athletes who miss practices or competition for any reason may have their position or playing time adjusted. Coaches will make every effort to inform parents of the season's schedule as far in advance as possible.

Class trips, field trips, concerts, and other events may conflict with scheduled contests. While unfortunate, the athlete must choose between the conflicting events. While there may be minimal flexibility in attempting to reschedule regular season games, there will be NO rescheduling of postseason contests. Athletes must anticipate potential playoff games and make their decisions with that possibility in mind.

## INJURIES

It is the Student Athlete's responsibility to immediately report any injury to his or her coach and/or Athletic Trainer. The coach will then complete an incident report. If a Student Athlete has been removed from a practice or contest because of an injury requiring medical attention, the Student Athlete cannot return to practice or competition without a physician's release. The Athletic Trainer provides emergency medical service for athletes and develops prevention strategies through appropriate training methods and physical conditioning programs. To ensure proper follow-up after an injury, the trainer consults with parents, the school nurse and the coach.

## RISKS

Participation in interscholastic athletics involves the potential for injury, which is inherent in all sports. Even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.

## ATHLETIC DEPARTMENT POLICIES

The following rules are standards to be met by all Millbrook athletes:

1. Attendance
  - a) Athletes must be at all practices on time unless excused by the coach.
  - b) There will be no unexcused absences. If you are not going to be at practice, you must be excused by the coach in advance.
  - c) An athlete must be in school or BOCES for a full day to be eligible to participate in sports for the day. This includes both practice and contests.
    - if a student is not in attendance by the start of 2<sup>nd</sup> period, the student will not be allowed to participate in practice or a game that day (unless prior approval is received from a school administrator) **Seniors with an approved Late Arrival Sheet must be in attendance at the start of their first scheduled period in order to participate in after-school activities (unless prior approval is received from a school administrator).**
    - only a doctor's note can override this policy.
    - if a student must miss an entire day due to a doctor's appointment, the school must be notified the day of the appointment, and a doctor's note must come in the next day or the student will not be allowed to practice or play that day.
  - d) An athlete must be at practice on the day before a game or he/she may not start that game. Whether the athlete plays in that game at all is up to the coach. An excused absence would be an exception to this rule.
2. No athlete is to be excused from class to practice for a contest.
3. Every athlete must change and participate in P.E. class in order to participate in practice or a game. If you are medically excused from P.E., class, you may not participate in practice or a game until you resume P.E. participation. An excused absence would be an exception to this rule.
4. Smoking, drinking, possession of alcohol or any controlled substance, chewing tobacco or smokeless tobacco will not be permitted on or off school grounds and will be punishable according to the school rules.
5. Bullying/Hazing/Cyber Policy – If an act is determined as being a hazing incident, the following athletic consequences take effect:
  - 1<sup>st</sup> offense – Suspension from one contest and meeting with AD, Principal, and student's parents. (May be removed from team at discretion of Principal and AD).

- 2<sup>nd</sup> offense – Suspension from team for one week and mandatory two-game suspension. Meeting with AD, Principal, and student’s parents. (May be removed from team at discretion of Principal and AD).
- 3<sup>rd</sup> offense – off all teams for a year.

These offenses apply for any season and carry over from season to season. An offense will be determined by School Administrators, including the Director of Athletics.

6. Athletes are responsible for all equipment issued. Lost equipment will be replaced by the athlete by paying the current replacement cost. Equipment damaged by a player (aside from normal wear) will be replaced in the same manner. All equipment will be returned immediately after the last game or on a date set by the coach. No further uniforms will be issued to the student unless all equipment is returned or fines paid.
7. No athlete will be allowed to participate in the next season until the previous season’s equipment has been returned or paid for.
8. New York State law requires that a student/athlete who rides the school bus to an activity ride it back to school. We are of the opinion that if a **parent** completes the school district approved form prior to an activity indicating that the **parent** will be taking his/her child at the site there will not be a violation of the law.

**A parent may also have their student/athlete brought home from an activity by another adult. This can only be done with a parent signed permission note provided and approved by the Athletic Director, or in his absence, an Administrator.**

9. All requirements of the Millbrook Jr./Sr. High School Student’s Bill of Rights and Responsibilities, the Student Discipline Code, regulations dealing with Public Conduct on School Property, League, Section IX and NYSPHSAA Rules, must be met by all athletes.

This Policy applies to High School students and Middle School students who participate in High School extra- and co-curricular clubs and athletics.

Extra-curricular and co-curricular clubs and athletics for all students are an integral and desirable part of the district’s secondary school educational program. The Board believes that all students must conduct themselves in a manner that will not jeopardize their health, affect their physical, academic or artistic performance, nor reflect negatively upon the Millbrook School District. To be a member of an extra or co-curricular club or athletic team is a privilege and each student is expected to behave appropriately and perform to the best of his or her potential.

Because the use of alcohol, drugs and tobacco prevents the development of a healthy mind and body, the following code of behavior has been established:

No student involved in extra- or co-curricular activities or athletics will possess, consume, sell or distribute a beverage containing alcohol at any time or place during the duration of the club or during the sports season.

No student in extra- and co-curricular activities or athletics will possess, sell, distribute or use illegal drugs at any time during the duration of the club or during the sports season.

No student in extra- and co-curricular activities or athletics will use prescription drugs without the valid personal prescription of a physician at any time during the duration of the club or during the sports season.

No students in extra- and co-curricular activities or athletics will use tobacco products.

It shall be the responsibility of each participant in an extra, co-curricular or athletic program not to attend or be present at and/or to excuse themselves from gatherings in which underage and illegal alcohol or drug use becomes known to him or her.

## **Alcohol Violations & Drug Violations**

## Athletics

### 1<sup>st</sup> Offense:

- Loss of Leadership Positions – Team Captain, Officer Role, and/or Chair Ranking in Ensemble Seating.
- The student will be suspended from participation for a four week period.
- The student must attend all games/performances during the period of probation period as a non-participant.
- The student must practice independently to maintain standing---this schedule will be determined by the coach or club advisor.

### The Four Week Suspension Period Will Be Reduced to TWO Weeks if:

- The student voluntarily attends one meeting with a substance abuse specialist during the first two weeks of participation suspension (appropriate documentation required).
- The student writes a reflection essay that addresses the violation as well as the health consequences associated with alcohol/drug use during the first two weeks of participation suspension.

\*\*Student will meet with the Review Board for multiple violations (intoxication, possession, distribution, hosting a party) to determine if additional sanctions are necessary \*\*

### 2<sup>nd</sup> Offense:

- The student will be removed from all athletic teams or performance based activities for 90 school days.

\*\*Student will meet with the Review Board for multiple violations (intoxication, possession, distribution)\*\*

### 3<sup>rd</sup> Offense:

- The student will be suspended from participation in all sports and performance based activities for at least one year.

\*\*Student will meet with the Review Board for multiple violations (intoxication, possession, distribution) or if extreme circumstances exist\*\*

## Students Who Attend an Event where MHS Students are Consuming Alcohol/Drugs (but are not consuming drugs/alcohol themselves)

### 1<sup>st</sup> Offense:

- Loss of leadership positions.
- The student will be suspended from participation for a one week period.
- The student must attend one mandatory counseling session with school staff.

\*\*The National Honors Societies & AHA must adhere to national guidelines when violations occur that may impose additional sanctions\*\*

### 2<sup>nd</sup> Offense:

- The student is assigned 6 hours of community service.
- The students will be suspended from participation for a two week period.
- The student must attend two mandatory counseling sessions with school staff.

### 3<sup>rd</sup> Offense:

Review Committee will meet to decide if the student is permitted to continue on athletic team or in club/activity & determine additional sanctions

## **Tobacco Use**

### 1<sup>st</sup> Offense:

- Loss of leadership positions.
- The student is assigned 6 hours of community service.
- The student will be suspended from participation for a one week period.
- The student must attend one mandatory counseling session with school staff.

\*\*The National Honors Societies must adhere to national guidelines when violations occur that may impose additional sanctions\*\*

### 2<sup>nd</sup> Offense:

- The student is assigned 12 hours of community service.
- The student will be suspended from participation for a two week period.
- The student must attend two mandatory counseling sessions with school staff.

3<sup>rd</sup> Offense:

- Review Committee will meet to decide if the student is permitted to continue on athletic team or club/activity & determine additional sanctions.

*The review committee shall consist of the Principal, Athletic Director, School Psychologist and one Coach.*

### **ACADEMIC ELIGIBILITY REQUIREMENTS**

All students participating in extracurricular activities in the Millbrook Central School District will be subjected to the Academic Eligibility Requirements (AER).

- Student grades will be determined by the five week progress report and the marking period grades.
- Final year grades will be used to determine a student's status for the fall season (summer school grades will be used to determine eligibility for the fall season).
  1. If a student has ONE failure:
    - a. Students may participate in extracurricular activities.
    - b. Student will meet with his/her counselor to form a plan of support to help students avoid future ineligibility.
  2. If a student has TWO failures:
    - a. Students will be on a 5-week probationary period. While on probation the student will be permitted to participate in extracurricular activities.
    - b. The Athletic Director or Principal will meet with the student to develop a plan for academic support.
    - c. Students must submit a weekly progress report to the Principal completed by teachers in all subjects.
    - d. A student who fails to adhere to the academic support plan or hand in a completed weekly progress report shall be considered ineligible for participation in all extracurricular activities for the remainder of the probationary period.
    - e. After the five week probationary period if the student has 2 or more failures he/she will be declared ineligible and may not participate in any extracurricular activities for the subsequent five week period.
  3. If a student has THREE OR MORE failures:
    - a. Student will be ineligible for participation in all extracurricular activities for a five week period.

PLEASE NOTE: an ineligible student may not participate on an athletic team if the try-out process has been completed prior to reinstatement.

#### **Appeals:**

Students may appeal extracurricular restriction. Any appeal by a student with respect to a determination of eligibility shall be heard by an Academic Eligibility Committee consisting of the Principal, Athletic Director, School Psychologist and Teacher representative. The student may be accompanied to the eligibility hearing by his/her parent and guidance counselor.

#### **DUE PROCESS**

1. A written appeal to the Eligibility Coordinator must be initiated within two school days of the eligibility period. During the appeal process, the student will remain ineligible. If the student is confused about the due process procedure, it is his/her responsibility to seek the advice of the Administration.
2. The Eligibility Coordinator will meet independently with the student and teacher to attempt to resolve the issue. If the

appeal cannot be resolved among these parties, the Principal shall act on the appeal and the decision will be final.

For directions and schedules,  
please log on to the athletic website at:

**MILLBROOKCSD.ORG** (Click on High School and Athletics)

**OR**

For up-to-date game days/times go directly to:

**ociaa.ouboces.org.** (do not type www. prefix)