

Newbury Jr./Sr. High School
Student & Parent
Athletic Handbook
2016-2017



PREFACE

This document sets forth the existing rules and regulations governing the administration and control of interscholastic athletics and athletic-related activities. The primary purpose of this document is to serve as a guide to the administrators, advisors, and coaches in interpreting the athletic and athletic-related programs of the school. Its secondary purpose is to show the need and value of athletics and athletic-



related activities in light of current educational practice and as an integral part of the total educational program. Nothing contained herein should be construed as changing or superceding the provisions in Negotiated Agreement.

ATHLETIC PROGRAM

The athletic program is an integral part of the total school program, and the purpose of the athletic program in the Newbury Schools is to offer athletic opportunities to all students in the junior and senior high schools. The athletic department intends to satisfy and further the student's interest in competitive athletics by developing and maintaining a comprehensive program.

This program should encourage all students to participate in athletics, both interscholastic and recreational, so as to increase each participant's understanding, knowledge, and appreciation of the sports offered by the schools. It is also the goal of the program that proper supervision will meet the health, physical fitness, and recreational needs of all the participants.

The athletic programs should provide additional experiences that may not be fostered in the traditional classroom setting. However, participation in athletics at Newbury Local Schools is not a right, but an extension to those who follow the rules of the Code of Conduct.

ATHLETIC COUNCIL

The governing body for the Newbury Local Schools' athletic program is the Athletic Council. Serving on the Athletic Council are the Superintendent, High School Principal/Junior High School Principal, all high school head coaches, band director, cheerleading advisor, Booster Club President, NEA President or designee, Joint Recreational Board President or designee, a member of the Board of Education, and the Athletic Director who shall be the Chair . In addition, the Athletic Council may appoint up to three members-at-large for terms of lengths determined by the Council.

The Athletic Council shall meet at least four times per year. All members have the right to petition the Athletic Director for a special meeting. Meetings shall be held in November, February, May, and August; the dates will be determined by the administration and the Athletic Director.

The purpose of the Athletic Council is to develop recommendations regarding procedures and regulations for the athletic department subject to the approval of the Superintendent and the Board of Education. All members will have one vote, and a majority vote is needed to pass a motion. A quorum shall be those present for any meeting for which at least one week's notice was provided by mail. It is the responsibility of all Athletic Council members to understand the procedures and regulations of the department. It is also their responsibility to observe the athletic program continuously and to present their views to Newbury students, teachers, and citizens of the community.

Newbury Local School District offers a comprehensive variety of athletic activities for prospective



student participants. The following is a list of interscholastic sports presently available at Newbury Jr./Sr. High School.

Boys' Athletics	Girls' Athletics
<u>Fall:</u>	<u>Fall:</u>
Cross Country*	Cross County*
Football*	Volleyball*
Soccer	Soccer (with the boys team)
	Cheerleading
<u>Winter:</u>	<u>Winter:</u>
Basketball*	Basketball*
Wrestling*	Gymnastics (West Geauga)
	Cheerleading
<u>Spring:</u>	<u>Spring:</u>
Baseball	Softball
Track*	Track*

*Denotes Middle School Program

NEWBURY BLACK KNIGHT ATHLETIC ADMINISTRATION

Superintendent: Michelle Mrakovich

Principal Jr./Sr. High School: Michael Chaffee

Assistant Principal/Athletic Director: Anthony Forfia

Assistant Athletic Director: Rick Painley

Building Secretary: Holly Potti

Building Secretary: Lisa Levine



AFFILIATIONS

Newbury Local School District is a member in good standing of the Ohio High School Athletic Association and Northeastern Athletic Conference. All athletic department administrative procedures comply with the provisions and constitutions of these two organizations.

ATTENDANCE REQUIREMENTS FOR STUDENT PARTICIPANTS

To attend or participate in any activity such as an athletic event, play, band/choir performance, dance, etc., sponsored by the school, students are to be in attendance on the day of the activity. A day of attendance for participation in an extra-curricular activity is designated by an arrival of no later than 10:13a.m. A student leaving with an early dismissal must have been present for a minimum of 4 hours and 45 minutes in order to participate in the extracurricular activity on the day of the event. A student with a verified medical appointment or attendance at a funeral may be exempted by the Principal or his representative and permitted to attend and/or participate.

CANCELLATION OF ATHLETIC CONTESTS DUE TO WEATHER

If the Newbury Local Schools are closed due to inclement weather conditions, all athletic contests may or may not be held depending on the superintendent's decision. Sports schedule information can be obtained by contacting the athletic director at Anthony.Forfia@newburyschools.org, or accessing the Newbury Local Schools website at www.newburylocalschools.org. Parents/Guardians may also contact the school by phone or use our text update system.

EQUIPMENT POLICY

The participant must return school equipment in the condition it was received, within three (3) school days of the last contest. Participants must reimburse the Newbury Board of Education the replacement cost of lost or damaged equipment prior to receiving any athletic awards. A participant must fulfill obligations from previous season before he/she will be permitted to begin participation in any other athletic activities.



ELIGIBILITY

The Newbury athlete must:

1. Attain at least a 1.45 GPA for the quarter
2. Have no incomplete grades for the quarter
3. Pass at least 5 credit hours of courses

Please reference the [Ohio High School Athletic Association](#) for the most up to date bylaws regarding eligibility.

IN SEASON/OUT SEASON

The athletic season shall be defined as beginning with the dates established by the OHSAA and ending with the final formal contest or activity scheduled for each sport. This includes tournaments, banquets and awards programs.

EMERGENCY MEDICAL FORM / PHYSICAL EXAM/ CONCUSSION SHEET

All Newbury students wishing to participate in interscholastic athletics must have completed emergency medical authorization, physical examination forms and concussion information sheets on file prior to the first day of participation.

Each student is offered the opportunity to purchase medical coverage provided through the Newbury Local School District. All parents/guardians must sign an Insurance Waiver Form before participation in interscholastic athletics.



ATHLETIC PARTICIPATION FEE INFORMATION

All team/squad activities listed below will require a \$125.00 participation fee

High School

Baseball
Basketball
Cheerleading (per season)
Cross Country
Football
Soccer
Softball
Track
Volleyball
Wrestling

Jr. High School

Basketball
Cross Country
Football (if numbers permit)
Track
Volleyball
Wrestling

The fee requirement helps to defray the costs associated with operating the athletic program. Each student participant must pay the fee for each sport in each season. There is no family maximum cap. The sports participation fee **MUST BE PAID BEFORE** any athlete or student participates in practices or athletic contests. The fee is non-refundable. One-half of the participation fee will be refunded if the student-athlete suffers a, physician certified, season ending injury during the first half of the season.

Payment of the participation fee:

- Does not guarantee playing time in contests or games
- Does not allow control over any conditions of the team or activity
- Is nonrefundable except for the situation indicated above
- Does not alter policies of Newbury Jr./Sr. High School, Newbury Local Board of Education, or the Ohio High School Athletic Association
- Does not alter or affect the district's code of conduct or the individual team/squad's rules as enforced by the coach/advisor

PRE-PARTICIPATION REQUIREMENTS

1. Completed and Current Physical Exam Form
2. Emergency Medical Authorization Form
3. Insurance Waiver Form
4. Signed Handbook Form
5. Concussion Form
6. Participation Fee
7. Eligibility Status



LETTER/CERTIFICATE/PLAQUE AWARD POLICY FOR ATHLETES

1. Varsity awards will be seven-inch orange letters with a white border.
2. A varsity athlete may receive only one varsity letter in any sport. An athlete qualifying for a second letter in a sport will receive a varsity certificate and a service bar. An athlete qualifying for a third letter will receive a varsity certificate and a third year plaque. An athlete qualifying for a fourth letter will receive a certificate and a picture plaque.
3. A service letter may be awarded to an athlete after four (4) years of participation in the same sport or by special recommendation of the head coach and approval of the Athletic Director.
4. A manager's or statistician's letter will be awarded to a high school student in the same manner as in #2 above.
5. Should a student participating in an activity governed by this handbook quit or be denied further participation in this activity, he or she shall not be qualified to receive any award in the activity during the specific year.
6. In order to receive a varsity letter, an athlete must be recommended by the coach, or she/he must meet the following requirements, with the approval of the Athletic Director (sectional, district, regional, and state competition are counted in regular season competition).
 - a. Football: participate in one-half the quarters
 - b. Basketball: participate in one-half the quarters
 - c. Track: score 14 points
 - d. Golf: have score counted in seven matches
 - e. Volleyball: participate in one-half the total number of matches
 - f. Wrestling: participate for score in at least half the matches
 - g. Baseball and softball: participate in 50% of the varsity contests played.
 - h. Cross Country: participate in at least one-half the meets.
 - i. Soccer: participate in at least one-half the periods.
 - j. Cheerleaders: participate in at least 90% of scheduled games.
7. A student-athlete must finish a season in order to earn a letter. this includes staying with the team, where possible, in the event of an injury and attending the appropriate athletic banquet unless excused by the head coach and Athletic Director.
8. Each sport may present four individual trophy awards purchased by the athletic department. Trophies will be simple in design, and all coaches must use the same size.
9. Special awards will be given by the athletic department to all individual champions, league champions, and team state champions.



10. The athletic department discourages any outstanding or exceptional awards of any kind (trophies, medals, etc.) which give recognition for achievement by 7th, 8th, or 9th grade teams other than those awarded in tournament play. Certificates of Participation will be given to all who participate.
11. JV Letter recipients will receive a certificate.
12. Junior High School athletes will receive a certificate of participation.

ALL CONFERENCE & SCHOLAR ATHLETE AWARDS

The Northeastern Athletic Conference recognizes all conference athletes at the conclusion of each sport season. Those selected will receive a certificate issued by the conference.

The Northeastern Athletic Conference also recognizes Scholar Athletes who earn a 3.50 G.P.A. in a particular semester. Scholar Athletes for Fall Sports will be recognized at the end of the first semester. Scholar athletes for Winter and Spring Sports will be recognized at the conclusion of the school year. Freshman must have completed two full semesters before receiving scholar athlete designations.

MEDICAL RELEASE AND RETURN TO PLAY GUIDELINES

Any student who is seen by a physician or any medical personnel for an injury or illness must have a note from the medical professional to be released to resume participation. Athletes suffer a concussion must have the return to play protocol form signed by a medical professional in order to return to participation in practice or competition.



QUITTING A TEAM

If an athlete quits a sport after the first interscholastic contest, he/she may not participate in another sport until the end of the season of the sport that he/she quit. However, if an athlete quits before the first interscholastic contest, he/she may go out for another sport only if both coaches consent.

N.C.A.A. REQUIREMENTS

Any student enrolling in a Division I or II College or University and interested in participating in athletics must meet specific eligibility requirements. You must be registered and certified by the N.C.A.A. Initial Eligibility Clearinghouse prior to participation. Please contact your guidance counselor at the end of your junior year for the proper clearinghouse registration forms or visit www.eligibilitycenter.org and www.ncaa.org.

COACH/ATHLETE RELATIONSHIP

Coaches will notify the athletes at the beginning of the season of all rules, regulations, game and practice schedules, and other information that will help avoid possible conflicts during the season.

Athletes will follow all such rules and procedures established by the coach, or face denial of participation. When concerned or confused about such rules and procedures, the athlete will approach the coach as soon as possible for clarification and any explanation. Athletes should not bring complaints or questions to the attention of others before the coach is asked for clarification and explanation.

The coach will respond to questions from athletes concerning any such rules and procedures and explain when necessary the purpose and reasons behind the rules.

CITIZENSHIP

The Newbury Local Schools Athletic Department expects correct conduct by the participating athlete at all times in the following situations:

1. Daily school activities and functions
2. Special school activities and functions
3. Practice
4. Athletic trips
5. Athletic contests

Improper conduct in any phase may lead to direct disciplinary action by the principal, athletic director, coach, and or the Newbury Local School District.



A violation of any of the following rules may result in denial of the right to participate in the activity for the duration of the season, a semester, a year or longer, as prescribed by this Code of Conduct. A student's participation will be denied or limited for violations of this Code of Conduct and/or team rules, as well as the School Student Code of Conduct.

In addition to Code of Conduct rules, the coach may establish rules that are applicable to their own sport/activity as long as those rules represent the spirit of the rules included here. The rules established by a coach must be on file with the athletic director. This Code of Conduct applies to all athletes from the time of participation in his or her first school sport.

All school rules, as listed in the Student Conduct Code, apply in conjunction with rules in this Athletic Code of Conduct and the individual rules established by head coaches.

Code of Ethics for Student/Athletes

- Remember that academic performance is your primary responsibility
- Read, familiarize yourself and comply with policies outlined in the Athletic Handbook AND your coach's specific set of team policies.
- Treat advisors, coaches and opponents with respect.
- Respect officials and accept their decision without argument or gesture.
- Exercise self-control at all times, setting an example for others to follow.
- Win without boasting, lose without excuse and never quit.
- Always remember that you represent Newbury Junior/Senior High School and the community, and it is a privilege.
- Return any equipment; uniforms issued to the participant must be returned in the same condition at the end of the activity. Equipment that is lost, damaged or stolen is the responsibility of the participant, and it is the responsibility of the participant to make restitution to the school.
- Report any injury to the coach no matter how slight the injury may appear. If the injury requires a physician's care, the participant must have written permission from the doctor before returning to the activity.
- Attend classes the day of, and after, a competition.

Suspensions and Detention (Per Season)

Detentions



1. All penalties for detentions will be at the discretion of the head coach
2. Students who skip assigned detentions to attend a practice or game will be subject to additional disciplinary action from administration.

In-school Suspensions

1. 1st suspension: All penalties will be at the discretion of the head coach upon notification of the principal.
2. 2nd suspension: 1 game suspension
3. Subsequent suspensions: Denial of participation for 1 additional game and or possible removal from team

Out of School Suspensions

The punishment for out of school suspensions will be assessed according to the number of days suspended.

Days suspended out of school

1-3

4-6

7-10

Games missed

10%

20%

30%

% of games is calculated by the total number of regular season scheduled contests

Note: Disciplinary action begin on the first day of the suspension

Serious Offenses

Some offenses, as defined by the Code of Conduct, involving the participating athletes, that are punishable by direct disciplinary action from the school office, may lead to denial of participation of these athletes from that sport for a designated time period. This will take place only after a meeting of the head coach, athletic director and the building principal. Direct communication with the athlete's parent(s) is important and will take place when any disciplinary action is taken.

Social Media/Electronic Transmissions

Athletes are responsible for any information contained in their written or electronic transmissions (i.e. texts, tweets, etc.) and any information they have posted to social media. Athletes are representatives of their team and school and inappropriate information or pictures should not be posted online. Harassment of teammates, fans or opponents through such postings will not be tolerated and could result in athletic discipline. Any athlete who is identified on a social networking site which depicts illegal behavior or a Code of Conduct violation will be subject to athletic discipline as determined by the athletic director, the principal and the coach. This Code of Conduct applies to all athletes from the time of participation in his or her first school sport.

Drugs-Tobacco-Alcohol

Drugs/tobacco/alcohol shall not be used by *or be in the possession of* any Newbury student wishing to participate in athletics during the school year. This policy applies both on and off school grounds. The school year shall be defined as all days, starting with the first day of school for students in the fall until the final day of school for students in the spring, plus any extension of that period during which the



athlete is participating in a sport or in practices.

First Violation

1. The athlete will be suspended for 30% of scheduled contests. This will include any post-season play. There will be a carry over with any sport during that school year.
2. Counseling service plan will be implemented by administration.
3. Follow all procedures of the Newbury High School Code of Conduct.

Second Violation

1. The athlete will be suspended for the remainder of that sport season or semester (whichever is greater) and forfeit the right to receive any awards associated with that sport season.
2. Follow all procedures of the Newbury High School Code of Conduct.

Third Violation

1. The athlete will be suspended for the duration of one school year (180 days).
2. Follow all procedures of the Newbury High School Code of Conduct.

Fourth Violation: Student will be denied participation for the remainder of his or her high school career.

Criminal Activity

Student athletes and or their parent/guardian must report any arrest of said student or behavior in which law enforcement is involved, to their high school administration or coach within 48 hours of the arrest or behavior. The time frame includes weekends, school holidays and summer vacation. Failure to report arrest or behavior may result in additional consequences for the behavior in question.

Felonies (Including Felonies Relating to Drugs or Alcohol)

A student who is arrested for, or charged with a felony or charged with an act that would constitute a felony if committed by an adult shall be automatically suspended from interscholastic OHSAA activities. Students will not be permitted to participate in preseason activities. The student shall remain suspended until: (1) The charges are completely dismissed; (2) The charges are reduced to a misdemeanor in which case the student may be subject to penalties outlined for misdemeanors or alcohol/drugs; (3) The student is found not guilty; or (4) The student successfully completes the consequences assigned by the judge or agreed to by the student, including probation or diversion, the student may be permitted to participate in extracurricular activities. Evidence that the probation period has expired, fines have been paid and/or community service has been completed is required.

If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, or the behavior has not been prosecuted (nolle prosequi), that student should present or obtain documentation as required by the school to determine the circumstances of the matter. These circumstances may not be sufficient to lift the student's consequences.

Misdemeanors Not Related to Drugs and Alcohol

A student who is arrested for, charged with, or found guilty of a misdemeanor shall receive consequences as outlined below. However, minor offenses that result in fines alone may be dealt with in the discretion of the administration.



1st and Subsequent Offenses: Minimum suspension from activities for one (1) school day up to a maximum of permanent suspension from extracurricular activities. If the student produces proof that the charges are completely dismissed or the student is found not guilty, these consequences may be lifted. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, or the behavior has not been prosecuted (nolle prosequi), that student should present or obtain documentation as required by the school to determine the circumstances of the matter. These circumstances may not be sufficient to lift the student's consequences.

Due Process

The building principal will meet the student athlete to review the complaint. Based on the review of the facts in this meeting the decision will be made by the building principal to deny participation or not to deny participation. The student and the parent/guardian will be notified in writing if the decision is to deny participation. The athlete may appeal this decision to the superintendent of schools. The athlete's appeal must be in writing and submitted to the superintendent of schools within 3 business days after receiving the written notification from the building principal or the right of appeal will be waived.

PARENTS/GUARDIANS CODE OF CONDUCT

We believe that athletics will contribute significantly to the overall development of your student. As with academics, parental involvement in these programs helps to ensure a quality experience for all concerned. The coaches and athletic administration encourage you to be an active participant in the following ways:

1. Read this handbook with your student and be familiar with the policies and procedures.
2. Promote good study habits and the importance of high academic, as well as athletic performance.
3. Encourage good attendance in classes in addition to practice and games.
4. Help your athlete develop sound nutritional and rest habits.
5. Enforce the fact that use of alcohol, drugs, and tobacco has no place in athletics.
6. Demonstrate good sportsmanship toward officials, visiting teams, and fans.
7. Know your athlete's schedule and assist him/her with transportation to and from school.
8. Support your son/daughter by attending as many of his/her athletic events as possible.
9. Keep lines of communication open by talking to coaches and athletic administrators when questions arise.
10. Use the following guidelines to address questions and concerns with regard to athletic participation:
 - a) Encourage your son or daughter to talk to his/her coach first.
 - b) Set up a meeting with the coach to discuss concerns yourself.
 - c.) If a satisfactory solution has not been achieved, make an appointment to meet with the athletic director.

Coach/Parent Relationship

Coaches should seek to be as cooperative as possible with parents. However, parents should realize that decisions concerning starting line-up, playing time, play calling, skill techniques, and other items are, by their very nature, the objective and/or subjective judgment of the coach, and though discussable, are still the eminent domain of the coach. So that the privacy of all athletes is protected, coaches will only discuss the child of the parent or guardian involved in the meeting. The coaches will communicate with the



parents at the beginning of the season and explain all rules, procedures, game and practice schedules, and other information the parents will need in order to help their child meet his/her obligations to the team. **It is required that the student athlete attends this meeting.** This should be in the form of a team and parent meeting to explain all such rules etc.

Coaches will explain such rules and other information to parents when they need clarification. However, coaches will not meet with parents immediately before, during or after a practice, a game, or other times when the coach has the responsibility of care for other students or athletes. Appointments should be made with the coach involved to discuss individual athletes.

When a parent/coach meeting is necessary, the athlete involved must be present.



Newbury Local School District

Consent Form for District Employee/Student Text Messaging

(An) Employee(s) at Newbury Local School District, would like to send you/your student cell phone text messages or email messages regarding important athletic related information. However, the district recognizes that you may not wish to receive these messages for personal or financial reasons. By signing and returning this agreement, you may specify your choice as to whether you are willing to participate in this type of communication. Please note that a student will not be penalized for refusing to accept cell phone texts or email messages from the school district. All employees of the school district who utilize this form of communication are required to sign the School District Cellular Phone Texting Agreement and must comply with the rules and regulations explained by that Agreement. A copy of the Agreement is attached for your review. If at any time you believe a school district staff member has violated this agreement, you should report such behavior to Newbury Local School's administration. If you wish to rescind your permission to accept text messages from the school district, you may do so at any time in writing by sending a letter to any Newbury Local School administrator. Such rescission will take effect upon receipt by the school district. Please check one of the choices below:

____ I GRANT PERMISSION for the above mentioned employees of the School District to send me/my child cellular phone text messages for school related purposes. I further recognize that I may incur charges from my cellular phone service provider for sending or receiving text messages, and hereby agree to take full financial responsibility for those charges.

____ I DO NOT GRANT PERMISSION for the abovementioned employees of the School District to send me/ my child cellular phone text messages.

COACHES: Permission of the parent or guardian must be obtained, in writing, in order for a District employee to communicate with a student via text messaging.

____ I give my permission for my child's cell phone number to be shared with other students and District employees who are associated with the group-related activity. I understand that District policy requires that I be copied on any text messages to my child from a District employee unless I affirmatively opt-out below.

____ I do not wish to be copied on text messages to my child. (Coaches will still send appropriate text messages to Parents Contact Group if participating. I.e. Schedule changes, etc.)

Name of Parent or Guardian: (please print or type) _____

Signature of Parent or Guardian: _____

Date: _____

Note: Form Expires after one year.



Athletic Code of Conduct

Signature Page

Please retain the copy of the Athletic Code of Conduct in the previous pages. Please read, sign and return the section below to the coach/advisor.

I (printed student name) _____, have read the Newbury Junior/Senior High School Athletic Code of Conduct and will abide by its rules and regulations. Student's Signature Date: _____

I (printed parent/guardian name) _____, have read the Newbury Local Schools Athletic Code of Conduct and the Parental Code of Conduct and will abide by its rules and regulations.

Parent/Guardian(s) Signature: _____