



Athletic and  
Extracurricular  
Handbook

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WINDHAM-ASHLAND-JEWETT CENTRAL SCHOOL DISTRICT

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Dear Parents/Guardians and Students,

Welcome to Windham-Ashland-Jewett's extracurricular and athletic program. This handbook is a reference for our students as well as their parents/guardians, including information pertaining to rules, regulations, responsibilities, and procedures for participation in our interscholastic athletics and extracurricular programs.

Being a member of a team or club is a privilege and an honor. As a student athlete and/or club member, you have committed yourself to the responsibilities and obligations that we know your parent(s)/guardian(s) support. Since you will be representing your FAMILY and your SCHOOL when participating in these activities, this contract explains what is expected of you.

WAJ students involved in athletics and extracurricular activities display academic responsibility, commitment, cooperation, empathy, respect, tolerance, and a host of other attributes that enable them to become well-rounded individuals.

### **ELIGIBILITY Requirements:**

- ❖ Contractual signatures of parental/guardian and student indicating consent and agreement to terms(WAJ BOE Policy §7410)
- ❖ Students must demonstrate good academic standing (passing all classes), demonstrate school citizenship, and maintain acceptable levels of attendance.
- ❖ Students having difficulty in their course work are expected to seek additional assistance and examine their level of participation in extracurricular and athletic activities. Our expectation is that students will be able to maintain their eligibility and complete the athletic season and/or activity as scheduled.
- ❖ A student who is under disciplinary action as prescribed or approved by the principal and/or superintendent, has failed to pass or progress as required each marking period, or does not meet attendance requirements shall be ineligible for participation in all athletic and extracurricular activities in accordance with school policies.

In order to participate in all athletic and extracurricular activities a student must:

- ❖ Not be failing or progressing unsatisfactorily in two or more credit-bearing or non-credit bearing courses at the end of each grade report period, including 5-week progress reports.
- ❖ Not be under disciplinary action prescribed or approved by the principal and/or superintendent.
- ❖ Meet attendance requirements
- ❖ Meet academic requirements

**Athletes must also:** (WAJ BOE Policy §7420)

- ❖ Pass the medical examination administered by the school physician/nurse practitioner or the student's personal physician. The school physician retains final approval on all physicals performed by the student's personal physician (WAJ BOE Policy §7512)
- ❖ Meet the requirements for interscholastic competition as set forth by the Commissioner's Regulations and the New York State Public High School Athletic Association.

## **ACADEMIC INELIGIBILITY:** (WAJ BOE Policy §7410)

<u>Situation</u>	<u>Remedial Effort</u>
<input type="checkbox"/> Failing one course or earning grades below 70% in two or more courses	<input type="checkbox"/> Referred to coach or advisor if more courses will provide intervention counseling  <input type="checkbox"/> Must print current grades and submit to coach or advisor.
<input type="checkbox"/> Failing two or more courses	<input type="checkbox"/> Placed on probation for two weeks. During that time, he or she may continue to participate in meetings or practice, but cannot compete, perform, or attend club activity field trips. <input type="checkbox"/> Must print current grades and submit to coach or advisor.
<input type="checkbox"/> Failing two or more courses after two week's probation	<input type="checkbox"/> Remains ineligible for another two weeks.  <input type="checkbox"/> Must print current grades and submit to coach or advisor.

Students with two or more failing grades must submit updated (current passing) grades within the 2-week probation period to be eligible for the third week.

### ***Incomplete Grading Practice:***

- ❖ An incomplete for grading and reporting purposes is defined as unfinished course work that is essential to accomplishing learning standards. Such course work is typically major assessments, projects, and/or papers through which students demonstrate mastery of content.
- ❖ Any incomplete grade(s) without special circumstances will impact students' participation in our programs. Participation in sports, clubs, and other extra-curricular activities *will be suspended* until work is completed.

## **DISCIPLINARY INELIGIBILITY:** (WAJ BOE Policy §7410)

Disciplinary actions will result in a form of ineligibility, defined as non-participation as follows:

Office Detention: Ineligibility for that day

ISS (in school suspension): Removal for two school days (attendance in ISS is considered one day). Two days of ISS is four days of removal

OSS (out of school suspension): Upon return from OSS, the removal period will be equal to, but not include the period of suspension. (five days OSS = five days suspension plus five days ineligibility upon return to school)

A discipline probationary period will be imposed for the remainder of the school year for inappropriate behavior that occurs with frequency:

\*Four incidents of In School Supervision

\*Two incidents of Out of School Suspension

## **APPEALS PROCESS:**

In the event a student believes that there are extenuating circumstances regarding his or her eligibility, there is an opportunity for appeal. The appeals committee is comprised of teacher volunteers, the guidance counselor, and administrative personnel. A student must submit their appeal in writing within one week of receiving their notification of ineligibility. The appeal request should include an explanation of circumstances and the reasons for reinstatement. During the appeals process the student remains ineligible.

## **SCHOOL ATTENDANCE:**

In order for students to attend a school-sponsored function, it is necessary that students attend classes for at least one-half of the school day on the day of the activity, unless otherwise excused by the building administrator. One-half of the school day is from 8:30 A.M. until noon or from noon until the end of the school day. Additionally, students must attend school the day before and after a game or extracurricular event. (WAJ BOE Policy §7410)

### **Academic Eligibility for Participation in Interscholastic Sports and Extracurricular Activities**

The Academic Eligibility Policy at the Windham-Ashland-Jewett Central School is a continuing effort by the Board of Education, Administration, and staff to establish and maintain reasonable academic standards as a prerequisite for participation in and attendance to interscholastic sports or any other extracurricular activity. Suspensions from said academic standards, and the threat of such suspension, is an incentive for a student to maintain those standards.” (WAJ BOE Policy §7410)

## **EXTRACURRICULAR OPPORTUNITIES AT WAJ:**

### **Art Club:**

The Art Club provides opportunities for students in grades 7-12 to participate in art projects and activities that are not necessarily available during class.

### **Band and Chorus:**

These classes prepare students for performance opportunities throughout the school year. Additionally, service projects and field trips build camaraderie and unity among musicians and singers.

### **Drama Club:**

Students engage in diverse activities throughout the year with the goal of providing the greater school community with a dramatic performance to entertain and instill an appreciation of the arts.

### **Fitness Club:**

Provide students with the opportunity to use the fitness center after school, gain familiarity with the equipment, develop fitness routines, strengthen their bodies for athletic activity, improve performance, and prevent injury.

### **Jazz Band:**

Enhances and expands the musical opportunities for students at WAJ. Students involved in this group learn to play different styles within the realm of jazz, including, but not limited to: blues, soul, rock, swing, and funk.

### **National Honor Society and Junior National Honor Society:**

Students earn membership to NHS and JHNS through the demonstration of scholarship, leadership, impeccable character, service, and citizenship.

**Mock Trial Club:**

This club provides students with the opportunity to learn about court etiquette and proceedings, case law, and to practice their ability to analyze and understand legal cases while developing plaintiff and defendant arguments. Students occupy a number of roles, including attorneys and witnesses. They perform in front of real judges and work with local attorneys, strengthening the ties between the school and community. Students improve their skills and confidence in debate, performance, preparation, and improvisation.

**Outdoor Club:**

Students are engaged in a variety of outdoor related activities, providing opportunities for students to learn about nature

**Science Club:**

The purpose of the science club is to provide students with opportunities to explore the natural world, expand their interest and understanding of science outside the classroom, and to engage with the community.

**Student Council:**

Participation in student council provides students with an opportunity to serve the school, advocating for student-centered issues as well as assisting with community service projects.

**Robotics Club:**

The purpose of the Lego Warriors Robotics Club is to promote the integration of science, technology, engineering, technology, website development, computer-aided drawing, machining, and design. It is a wonderful opportunity to see how mathematics, science, and communication skills transform into fully functional robot Lego Warriors.

**WAJ Mountain Bike Club:**

This club advances the sport of mountain biking within the WAJ mountain top community and provides opportunities for its members to participate in competitive mountain biking events across the State of New York.

**EXTRACURRICULAR ACTIVITIES: “Limited Open Forum”**

“The Board of Education maintains a limited open forum where secondary students may meet for voluntary student-initiated activities unrelated directly to the instructional program, regardless of religious, political or philosophical content.

To provide “a fair opportunity” to students who wish to conduct a meeting, the Board of Education, in accordance with the provisions of the Equal Access Act, shall ensure that:

- a.)The meeting is voluntary and student-initiated;
- b.)There is no sponsorship of the meeting by the school, the government, or its agents or employees;
- c.)Employees or agents of the school or government are present at religious meetings only in a nonparticipatory capacity;
- d.)The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e.)Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups (20 USC Section 4071[c]).

The Board prohibits student organizations whose activities may be unlawful or may cause disruption or interference with the orderly conduct of the educational process.” (WAJ BOE Policy §7410)

**ATHLETICS:** (WAJ BOE Policy §7420)

Windham-Ashland-Jewett’s athletic program is dedicated to athletic excellence and academic achievement, offering diverse and compelling experiences to our student-athletes and community, and encouraging a school environment steeped in integrity and values. We welcome and appreciate your interest, participation, and support of WAJ Athletics.

The Windham-Ashland-Jewett Athletic program is governed by the regulations of the New York State Commissioner of Education’s basic code for athletic activities. WAJ is also a member of the New York State Public High School Athletic Association (NYSPHSAA), competing as a Class “D” school in Section IV of the NYSPHSAA. Specific guidelines are established for Middle School students as part of the NYSPHSAA Modified Interscholastic Sports Program.

<b>WINDHAM-ASHLAND-JEWETT ATHLETIC TEAMS</b>			
	<b>Varsity</b>	<b>Junior Varsity</b>	<b>Modified</b>
<b>FALL</b>			
Cross Country: Boys	<b>X</b>		<b>X</b>
Cross Country: Girls	<b>X</b>		<b>X</b>
Soccer: Boys	<b>X</b>		<b>X</b>
Soccer: Girls	<b>X</b>		<b>X</b>
Golf: Boys	<b>X</b>		
<b>WINTER</b>			
Basketball: Boys	<b>X</b>	<b>X</b>	<b>X</b>
Basketball: Girls	<b>X</b>		
Cheerleading:	<b>X</b>		
Skiing: Girls and Boys	<b>X</b>		<b>X</b>
Snowboarding: Girls and Boys	<b>X</b>		<b>X</b>
<b>SPRING</b>			
Baseball	<b>X</b>		
Softball	<b>X</b>		
Tennis: Girls and Boys	<b>X</b>	<b>X</b>	<b>X</b>
Track: Boys	<b>X</b>		<b>X</b>
Track: Girls	<b>X</b>		<b>X</b>

**ATHLETIC PROGRAM PHILOSOPHY MODIFIED LEVEL**

Modified athletics is for students in grades 7 and 8 who wish to participate in a sport activity. All modified athletes are required to attend athletic study hall prior to practice and/or games. Sports offered are determined by the existence of leagues, student interest, and the relationship to the high school program. It is at this level where the program has its focus on learning athletic skills and forming the fundamentals needed to provide a safe environment for healthy competition.

While we would like to provide an opportunity for every athlete who expresses an interest in a program, this is not always possible. We generally avoid cuts at the middle school level. However, certain factors exist that

must be dealt with by imposing a limitation to the number of students that can be accommodated in specific programs. If the number of students trying out for a team creates a situation that is difficult to manage, poses a safety problem, or is problematic because of facility consideration, reducing team size may be necessary. Ultimately, the number of teams and size of the squad in any sport is determined by the availability of financial resources, qualified coaches, suitable indoor or outdoor facilities, and a safe environment.

In order for the desired development of the adolescent athlete and team to occur, practice sessions are vital and attendance at these practices is expected. The NYSPHSAA and Section IV have established sport-specific practice guidelines, which govern the number of practices that each individual and team must have in order to be eligible. Occasionally, a practice or contest will be scheduled for Saturdays. Opportunities for meaningful contest participation for each team member will exist over the course of a season.

## **JUNIOR VARSITY LEVEL**

The junior varsity level is intended for those who display the potential of continued development into productive varsity level performers. Although team membership varies according to the structure of each program, freshman and sophomores occupy the majority of the roster positions. In certain situations, juniors may play on the junior varsity level and freshman may play at the varsity level.

Squad size at the junior varsity level is limited in some sports. Therefore, some teams conduct try-outs at the start of the season. 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, elements, and strategies of team play in addition to the social/emotional development. Junior varsity programs work towards achieving a balance between continued team and player development and striving for victory.

The realization that practice sessions are important is a premise that is vital to a successful junior varsity program and player. For all team members, meaningful contest participation will exist over the course of a season, providing the athlete meets program expectations. A specified amount of playing time, however, is never guaranteed. Athletes are expected to compete for a position and earn their position in the starting line-up.

Participants at this level are preparing themselves for the six-day-a-week commitment that is expected at the varsity level. Contests and practices are normally not held on Sundays and holidays; however, practice sessions are sometimes 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.

## **VARSITY LEVEL**

Varsity competition is the culmination of each sport's program. Normally, seniors and juniors make up the majority of the roster. Occasionally, a sophomore and a freshman may be included on the team if the player demonstrates evidence of advanced levels of physical development, athletic skill, and appropriate social-emotional development. It is possible on rare occasions to have a junior high student included on a varsity roster.

Squad size at the varsity level is limited in some sports. Therefore, some teams conduct try-outs at the start of the season. 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 have a role and be informed of its importance. The number of roster positions is relative to the student's 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 requires a six-day-a-week commitment. This commitment is often extended into vacation periods for all sports seasons. Contests and practices are normally not held on Sundays or holidays; however, the dedication and commitment needed to conduct successful varsity programs should be taken seriously. There may be conflicts with other scheduled events. It is expected at the varsity level that the team and commitment to the team take precedent. The achievement of individual and team goals requires a full commitment on the part of every athlete on the roster.

## **COMMITMENT TO THE TEAM**

Athletes are expected to attend every practice and contest, unless excused by their coach. If an athlete is in school, he/she is expected to attend practice. Excused absences are permitted for extra help, medical reasons, family illness, death in the family, family emergencies, and religious observances. Timely communication between the coach, parent, and/or athlete in this situation is essential. If a student wants to leave a team after the first two weeks of practice, they must attend a resignation hearing with a parent/guardian, coach, principal, and athletic director. Students should submit a written note requesting removal from the team to their coach and the athletic director. A hearing date will be set for all parties to discuss the circumstances regarding removal, a decision and length of sports suspension will be rendered by the athletic director and principal.

## **SWITCHING TEAMS IN THE SAME SEASON**

A student who goes through a try-out for a sport and makes the team has made a commitment to that program. Therefore, if an athlete wishes to quit the team and join another sport in that same season, this cannot be done without review by the Athletic Director and coaches involved.

## **FAMILY VACATIONS**

When parents and student-athletes choose to take their family vacations during sport seasons, it must be understood that the time missed by the student-athlete can affect skill development, team chemistry, and personal conditioning. Student-athletes who miss practices or competition for any reason may have their position and/or playing time adjusted. Coaches shall make every effort to inform parents and student-athletes of the season's schedule as far in advance as possible. The school's website can also be checked for season starting dates. Please be mindful that post season play at the varsity level can take place during vacation periods as well. Parents/guardians who ask for the exception to our practice policy present the coach with an uncomfortable dilemma. Coaches need to set the same standards of expectations for all participants, and asking them to make exceptions for some, and not for others, is unfair to the team. Furthermore, making such exceptions, without consequence, sets the tone for others in the future. Commitment is a critical component for success.

## **CONTESTS/PRACTICES ON RELIGIOUS HOLIDAYS**

Coaches and team members are expected to respect the religious commitments and personal obligations of the family. Athletes and parents in these circumstances will be informed that the practice is optional, with no implication of any penalty for missing the practice.

## **SCHOOL-SANCTIONED ACTIVITIES AND FIELD TRIPS**

There are numerous educational opportunities for our students to participate in during the school year. The athletic department supports school-sanctioned programs and trips, but also realizes that student-athletes who choose to participate in school trips or other school activities, which result in missing substantial amounts of practice time, affects personal athletic goals and team goals. As stated in the Family Vacations

section, student-athletes who miss practice or competitions for any reason can expect to have their playing time or playing role adjusted. The same rules apply when planning for college visitations.

## **TRANSPORTATION**

Student-athletes are transported to and from athletic events by bus. Athletic trips are part of the experience as a team and coaches use this opportunity to plan for and evaluate athletic contests. While students **MUST** travel with the team to a contest, it is **STRONGLY** recommended that students return with the team unless there is an extenuating circumstance. In the event a student is unable to travel home with the team, a note from home is required. This note should be brought into the Athletic Office for approval prior to the scheduled contest. (WAJ BOE Policy §5730). A copy will then be given to the coach. **ONLY THE PARENT, GUARDIAN, OR DESIGNATED IMMEDIATE FAMILY MEMBER CAN TAKE A CHILD HOME.**

During field trips and sports trips, no students will be allowed to sit any further back in the bus than the coach. The back seats will only be used if necessary. If equipment is carried inside the passenger area of the bus (rather than in the luggage compartment under the bus); the equipment should be placed in the rear seats of the bus. Under no circumstances will metal spikes or cleats be allowed to be worn on the bus. Also, soccer shoes that have the hard rubber cleats are not to be worn on the bus. Wear a pair of sneakers or sandals so that you can change after you get off the bus.

Eating on the bus is okay for sports trips, but remember the driver is not a custodian. Students are expected to clean up after themselves. Coaches must take responsibility for making sure the bus is clean.

If a group plans to stop and eat somewhere on the way home from an event, we ask that a person in charge call the Transportation Dept. in advance of the trip at 734-3206 to let us know. This way, the driver is aware and prepared prior to their trip.

Entering or exiting the bus from the rear of side doors is **NOT** allowed. These are emergency exits only. However, if sports equipment needs to be loaded through the back door of the bus then a person on the ground should pass them up to another person inside the bus. This is for the safety of all.

Every sports trip driver should bring a sheet with emergency numbers on it in case there is a problem. Sports trip drivers also have access to cell phones for use in long distance trips.

It is important for the coaches to verify the exact drop-off and pick-up location of the event with the drivers.

Once the bus leaves the pick-up point, students need to remain in their seats. Getting up and moving around on the bus is a distraction to the driver and it is also very unsafe. The WAJ Transportation Dept. has an excellent safety record on the road and we want to maintain our good record.

## **SCHEDULE INFORMATION & DIRECTIONS**

Schedules for all interscholastic contests are distributed by the coach at the beginning of each season. In addition, they are posted through a link on the district's website at [www.wajcs.org](http://www.wajcs.org).

## **TEAM ELIGIBILITY**

Windham-Ashland-Jewett Athletics is governed by regulations established by the New York State Public High School Athletic Association (NYSPHSAA) and Section IV Athletics. Each individual team is governed by its established regulations concerning daily attendance at practices and the minimum number of practices necessary before being eligible for competition. The coach will inform the athlete of these regulations.

## **GUIDELINES AND RECOMMENDATIONS FOR BEHAVIOR OF ATHLETES**

The Athlete is expected to:

1. Compete with honor. We desire to win, but only with honor to our athletes, our schools, and our community. Put forth your best effort at all times. When you wear the **blue** and white of WAJ, you must be willing to accept the responsibilities that go with playing on a team that represents you, your school, and your family.
2. Understand and abide by the rules and regulations of the game, and to respect the integrity and judgment of the officials.
3. Conduct themselves as ladies and gentlemen at all times.
4. Demonstrate self-control and mutual respect at all times. Uncontrolled emotions can be self-defeating.
5. Not use crude or abusive language or gestures in dealing with opponents, officials, or spectators.
6. Accept victory with grace and defeat with dignity. Poor winners and losers do a disservice to themselves.
7. Set an example in word and deed, both on and off the playing area. Remember that athletes assume a role of leadership and that the young emulate their role models.
8. Be well-groomed, both on and off the field, as a representative of the school. Improper behavior while in uniform reflects badly upon yourself, your school and your community.
9. Observe training regulations and requirements of physical fitness for better personal performance and greater contribution to the team effort.
10. Place athletic competition in its perspective. It represents only one part of the learning process and should not be pursued to the exclusion of everything else.
11. Remember that participation in athletics is a privilege that should not be abused.
12. Refrain from shouting disapproval of calls made by officials. Shouting disapproval of calls made by officials may result in misconduct.

### **TEAM RULES**

The student-athlete is expected to comply with the established team rules, procedures, and instructions as communicated by the coach. Coaches have the authority to suspend an athlete from the team, temporarily or permanently, for failure to comply with the rules and procedures or when the athlete's safety or safety of others requires such action.

### **SPORTSMANSHIP**

You and your parent(s)/guardian(s) are expected to demonstrate the highest level of sportsmanship at all times, toward your teammates and toward the opposing team, all fans, coaches, and officials. This includes refraining from the use of profanity, taunting, and any demonstration that may be inappropriate. Booing,

jeering, name-- calling, or other inappropriate conduct which may be construed as unsportsmanlike is unacceptable. You must treat game officials with respect at all times, and you must realize and appreciate that the game officials are there to do their best to insure a safe and fair competition, and that the decisions of the officials are final. Any student disqualified from a contest for misconduct may also miss the next scheduled contest, and may face additional penalties as deemed necessary by the coach, Director of Athletics, and/or the School Principal.

Be a FAN, not a fanatic Fan (admirer of a sport)  
Fanatic (unbalanced or obsessive behavior)

## **PARENT/ATHLETE/COACH/RELATIONSHIP**

Both parenting and coaching are extremely difficult vocations. Coaches and parents want the athletes to have a positive experience as they participate in the sport or activity. Communication is the key to making the positive experience become a reality. Athletes, parents, and coaches are all responsible for effective communication.

### **Communication coaches expect from players:**

- Athletes should express concerns immediately and directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concerns in regard to a coach's philosophy and/or expectations.
- As your children become involved in the programs at Windham-Ashland-Jewett, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

### **Communication you should expect from the coach:**

- Expectations the coach has for your child as well as all of the players on the squad.
- Locations and times of all practices and contests.
- Team requirements (special equipment, off-season conditioning).
- Procedures should your child be injured during participation.
- Discipline which results in the denial of your child's participation.

### **Appropriate concerns to discuss with coaches:**

- Concerns regarding your child's mental and physical status.
- Ways to help your child improve in the activity.
- Concerns about your child's behavior.

### **Issues not appropriate to discuss with coaches:**

- Team strategy
- Play calling
- Other student-athletes
- Playing time

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. If you have a concern to discuss with a coach, please call to set up an appointment.

If the coach cannot be reached, call the district athletic office at 734-3400. The athletic director will

communicate to the coach your need to meet with him/her. Please do NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. If a meeting with the coach does not resolve your concern, please call and set up an appointment with the Director of Athletics to discuss the situation. If the issue is not satisfactorily resolved, then please set up an appointment with the Principal by calling 734-3400.

## **RISK FACTOR IN SPORTS**

The athletic program is conducted, first and foremost, with the safety of its participants in mind. The Windham-Ashland-Jewett CSD advises students and their parents/guardians that by the very nature of athletic activity, participation in an interscholastic sport or related activity may place the student at risk for injury. Such physical injury can occur in any type of sports activity and may vary in nature.

## **SPORTS CLEARANCE STEP BY STEP**

Student must have a physical exam within one calendar year before the season starts.

Student/parent brings physical exam copy to school nurse for review.

Parent brings a completed Interval Health History form to the school nurse no sooner than 30 days before the start of each season.

School nurse clears student for participation.

The school nurse distributes cleared Interval Health History forms to coaches.

## **SPORTS PHYSICAL EXAMINATIONS** (WAJ BOE Policy §7420, 7512)

It is required that all students have a physical examination prior to participating in the sports program.

Physicals are good for 12 months, unless there is a change in the student's health status following the physical exam. According to the latest NYSPHSAA ruling, physical exam dates, which expire once a season is underway, will not need to be updated until the next season.

However, after 30 days, an Interval Health Questionnaire must be submitted to update the school nurse prior to participation in the next sport season. The nurse will then issue a clearance for participation. Students may obtain a sports physical through the school doctor or a private doctor.

A student who does not have a physical prior to the first day of practice will not be eligible to participate on that team until the physical has been completed and the nurse signs the physical card.

Students changing dates on physical or medical excuses will be subject to discipline action by the coach. This will range from suspension to dismissal from the squad. This is viewed as a very dangerous procedure. The student is subjecting himself/herself to the possibility of injury and litigation.

## **ACCIDENT OR INJURY** (WAJ BOE Policy §7420)

It is the student-athlete's responsibility to immediately report any injury to the coach. An incident report will then be completed. If a student-athlete has been removed from a practice or a contest because of any injury requiring medical attention, the student-athlete may not return to practice or competition without a physician's release.

Medical expenses resulting from any athletic injury must first be submitted to the family's insurance carrier. Any remaining balance may then be submitted to the school district's insurance carrier, which supplements the family's coverage in limited ways. For students to be covered under the district's insurance, a claim form must be submitted to the school nurse within 90 days from the date of the injury.

Injured students must report every injury and illness to your coach as well as your parents or guardians. If you receive medical attention for any injury or illness, you may not return to practice, scrimmage, or compete in a contest until you receive a written medical release from a doctor or health care facility where you were treated, and the note/release is examined and verified by your school nurse. You may not participate in a practice, scrimmage, or contest until your school nurse authorizes your return in writing to your coach.

*See Appendix A for Information about Concussions.*

## **PHYSICAL EDUCATION PARTICIPATION**

A student-athlete excused from Physical Education class for medical reasons may NOT participate in a practice, scrimmage, or contest on that same day. The New York State Commissioner's Regulations dictate that a student-athlete is ineligible if he/she is medically excused from participation in a Physical Education class. Any contest that an ineligible athlete participates in is deemed a forfeit.

In addition, if a student-athlete did not participate in Physical Education on a day of a practice or a contest, that student is not allowed to participate in athletics that day. Exceptions to this could be, but not limited to, state assessments, field trips, and assemblies.

## **CHEMICAL HEALTH**

To be a member of a Windham-Ashland-Jewett Central School District athletic team is a privilege and each student athlete should strive to perform to the best of his/her athletic and academic potential. We believe that all student athletes should conduct themselves in a manner that reflects positively upon their school and promotes good health. The Windham-Ashland-Jewett Central School District recognizes possessing, consuming, selling, distributing or exchanging alcohol beverages or illegal substances, or being under the influence of either prevents normal development of a healthy mind and body. Student athletes should also not use prescription drugs without the consent of a physician and/or parent at any time during the sport season. These substances pose a significant health risk for adolescents. Student-athletes are prohibited from this behavior during the course of their athletic season whether in or outside of school.

Due to the harmful effects and illegal nature of drugs (including anabolic steroids, human growth hormones and or other illegal supplements), alcohol, and tobacco products, students are forbidden to use any of these substances in any way, shape, or form. Students found to have used these substances during the season of their chosen sport may be suspended from their team, their parent(s)/guardian(s) notified, and referred to their guidance counselor and administrator for proper counseling and possible disciplinary action. You must notify your school nurse and coach in writing of any prescription medications you may be taking. You and your parent(s)/guardian(s) are reminded that smoking and the use of tobacco products are not permitted on school grounds, fields, or facilities.

## **MIXED COMPETITION**

Female students may try out for a team where we do not provide separate competition for boys and girls. The NYS state education guidelines for "mixed competition" include a review panel, consisting of the school physician, physical education teacher, and athletic director. The student's own family physician may also be a part of the review panel. A physical fitness test (the athletic placement test—from above) is used to

determine the fitness level of the student. These procedures only apply to a student's eligibility to try out for a team of the opposite sex. Males may not participate on teams organized for females.

## **HAZING** (WAJ BOE Policy §7550)

You must abide by all school rules for conduct. All school disciplinary actions take precedence over your participation in interscholastic or co-curricular activities or programs. Hazing is a form of bullying and harassment, whether it is physical or verbal. This type of behavior should not be condoned or tolerated by a victim, a coach, staff, family, school administrator, fellow student, and especially team members. If a student is found to have committed an act of harassment against any student, including team members, he/she will face disciplinary action which may include suspension from the team and from school. Team members are expected to notify a coach or other school official if any such behavior is observed. Below is a list, though not complete, of some terms which are identified with hazing, bullying, and/or harassment. Some examples are, but not limited to:

Verbal Infractions – coercion, threats (verbal, written or electronic), mocking, name-calling, taunting, negatively teasing.

Physical Infractions – use of violence or threats, humiliating acts, pushing, shoving, kicking, hitting, spitting, extortion, stalking, restraining, etc.

Social Alienation and Shunning – gossiping, rumor spreading, ridicule, slurs (ethnic, racial, sexual or religious), social rejection, grudge carrying, threatening looks, public humiliation, and maliciously excluding.

In addition to published school and district rules and policies, any student who participates in hazing, or fails to report incidents he/she feels may be hazing, to their parent(s)/guardian(s), coach, athletic director, guidance counselor, or school administrator, may be suspended from the team, and/or face school disciplinary action, and/or prosecution by law enforcement officials.

## **COMPETING ON NON-SCHOOL TEAMS IN SEASON**

Opportunities exist for WAJ student-athletes to participate on non-school sponsored teams while participating on a school sponsored team. When these situations occur, consistent and frequent communication between the student-athlete, parent/guardian, coaches and athletic administrator is mandatory. As discussed prior, membership on a team requires a considerable time commitment. The school district monitors the wellness and safety of our student-athletes. Keeping this in mind, each situation involving outside competition must be carefully evaluated on a case by case basis. Windham-Ashland-Jewett's student-athletes' first commitment must be to the school program.

## **SELECTIVE CLASSIFICATION** (WAJ BOE Policy §7420)

The Selection Classification Program is a process for screening student athletes to determine their readiness to compete safely at an appropriate level of competition based upon readiness rather than age and grade. The program has been designed to assess a student athlete's physical maturity, physical fitness, and skill so the student athlete may be placed at a level of competition that should result in increased opportunity, fairer competitive environment, reduced injury and greater personal satisfaction. Students, teachers, coaches, or parents/guardians may request the Director of Athletics to process a student through the Selection Classification screening procedure.

## **LOCKER ROOMS & POSSESSIONS**

Student-athletes are issued a locker for their personal use located in the locker room. Only the student who is issued the locker receives the combination. Students should NOT give their combination to anyone as doing so compromises the security of their belongings. These locker rooms are used by a number of students throughout the course of the day. Therefore, it is essential that personal belongings be LOCKED in their locker while at practice or competition.

Note: Athletes are discouraged from bringing valuable personal items to school that need to be left in the locker room facility. Excess cash, expensive jewelry, cell phones, and electronics should be left at home.

## **UNIFORMS AND EQUIPMENT**

WAJ provides uniforms and equipment at the start of each athletic season. The student is responsible for the proper care of these belongings as well as the return of all equipment and uniforms which have been issued. If any item is missing, the student will be held fiscally responsible for the cost to replace the item. Additionally, a student who has not turned in a uniform or met their financial responsibility for the uniform may not be issued equipment and/or uniform for the next season until this obligation has been met. Uniforms are only to be worn at contests. If school uniforms are not returned within one week after the last contest, the student will remain ineligible to participate in upcoming sporting events until the uniform is returned or replaced in its entirety.



**WINDHAM-ASHLAND-JEWETT  
CENTRAL SCHOOL DISTRICT**

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## **SPECTATOR CODE OF CONDUCT**

Spectators are an important part of the game and shall at all times conform to accepted standards of good sportsmanship and behavior.

Spectators shall at all times respect officials, coaches and players and extend courtesies to them.

Wholesome cheering is encouraged.

Stamping of feet, taunting, foul and abusive language, inflammatory remarks, and disrespectful signs and behavior are not acceptable. \*\*

Faculty supervised pep bands are permitted "dead ball time". However, spectator noise makers or sound devices are prohibited.

Spectators shall observe and obey the rules and regulations of the school concerning smoking, food and soft drink consumption, use of lavatory facilities and parking of cars.

New York State Law prohibits alcoholic beverages of any kind on school property; the law further prohibits any person under the influence of alcohol to be on school property.

Spectators shall respect and obey all school officials, supervisors, and police at all athletic contests.

Violators of this code are subject to eviction from the area.

\*\* Violation of #4 during a free throw attempt will be penalized by repeating the free throw, if missed. The official will make this decision.

### **NYSPHSAA/Section IV Misconduct Rule**

Any member of a squad removed from a contest for unsportsmanlike conduct or for a flagrant foul shall not participate in that sport in the next scheduled contest or in NYSPHSAA tournament play. Disqualifications from one season carry over to the next season of participation.

Any member of the squad who strikes, shoves, kicks, or makes other physical contact with intent to do so to an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense. Note: Members of the squad include coaches, players, managers, scorekeepers, timers and statisticians.

A player or coach who has been suspended from play may not be present on the school grounds where the contest is played. There is no appeal to the NYSPHSAA/Section IV Misconduct Rule. The official's ruling is final and not subject to question.

Note: The Windham-Ashland-Jewett CSD reserves the right to impose an additional consequence, which may result in school disciplinary action, a longer period of suspension from practice and contests, and/or dismissal from the team by the coach and/or administration.

## **PARENT SUPPORT**

WAJ Athletics encourages family members to share in our athlete's education by attending games and showing positive, constructive support. If a parent has a question, the athletic staff welcomes the opportunity to talk. Discussions on the field are often not conducive to the topic as they are usually incomplete and public. If the conversation involves an individual's performance, it certainly deserves both privacy and time. Please call the coach and arrange a convenient time to meet.

It is the responsibility of the parent/spectator to:  
Keep cheering positive and supportive.

Avoid actions, language and gestures which offend visiting teams, coaches and individual players.

Show appreciation of good play by both teams.

Learn the rules of the game in order to be a better-informed spectator.

Treat all visiting teams in a manner in which you would expect you and your child to be treated.

Accept the judgment of coaches and officials.

Encourage other spectators to participate in the spirit of ethical and sporting behavior.

Support abstinence from the use, abuse and resulting negative influence of drugs, including alcohol and tobacco

Remain seated in spectator areas during competition.

Recognize and help reinforce that this is interscholastic athletics and NOT professional sports. The goals of each are very different and should be remembered as such.

**MOST IMPORTANT...** As an adult, you are being relied upon as a positive role model on our sidelines. Your children as well as others are watching. We are all involved in the education process. Your support is greatly appreciated.

### **WAJ Booster Club**

The WAJ Booster Club is looking for interested parents to help promote our program. Anyone interested in becoming a member, please call the president of the Booster Club, Christine Corrigan at 518-734-3400.

Have a safe and successful season!

## Appendix A

### **Concussion/Head Injury/Mild Traumatic Brain Injury (TBI) Information**

**Definition:** A concussion is a type of traumatic brain injury (TBI) which alters the functioning of the brain. A concussion can occur with any bump, blow, or jolt to the head or body that causes the brain to quickly move back and forth. Concussions can occur as a result of a fall, motor vehicle accident, accident on the playground, during athletic participation, or during many other activities. All concussions are serious and need to be evaluated by a health care professional.

**Signs and Symptoms:** Look for the following signs and symptoms of concussion for any student who suffered a bump, blow, or jolt to their head or body:

- Headache or head “pressure”
- Nausea and/or vomiting
- Dizzy and/or problems with balance
- Blurry vision or double vision
- Light and/or noise sensitivity
- Feels “foggy”
- Hard time concentrating
- Hard time remembering
- Confused
- Just “doesn’t feel right”
- Unable to remember events before or after the injury
- Loss of consciousness
- Appears dazed or out of it

**Returning to Sports/Athletics:** The District follows the International Consensus Conference Guidelines for Return to Play (RTP) to team sports in a monitored and graduated progression of activity over six phases once the athlete is symptom free for at least 24 hours and medically cleared by their physician\*. Your physician RTP clearance is a return to our protocol, not games. The process is detailed below.

**International Consensus Conference Guidelines for Return to Play Following Head Injury/Concussion**

**Phase 1** low impact non-strenuous light aerobic activity for short intervals, such as easy walking, biking, swimming in three ten minute intervals with rest in between; no resistance training

**Phase 2** higher impact, higher exertion activity in two 15 minute intervals, with rest in between, such as running/jumping rope, skating, or other cardio exercise; may be sports specific if available (e.g. skating without collision meaning suited up, but skating when the team is not doing drills; running without impact in soccer or football, suited up), no resistance training

**Phase 3** repeat phase 2 progressing with shorter breaks, and add additional 10 to 15 min. stationary skill work, such as dribbling, serving, tossing a ball (balls should not be thrown or kicked in the direction of the student); low resistance training if available with spotting

**Phase 4** repeat of phase 3 without breaks in cardio, but add skill work with movement (allowing balls to be thrown/kicked in the direction of student) and add additional 10-15 minutes; non-contact training drills

***Student will complete post-injury Impact computer-based neuro-cognitive testing to compare with baseline pre-injury test results in combination with the athlete's current overall neuro-cognitive symptoms and physical presentation.***

***Collaboration between the ATC, RN, District Physician and/or NP, and private medical provider, as needed, will determine whether to advance, hold, or regress.***

**Phase 5** repeat phase 4 as a warm up; weight lifting with spotting; full contact training drills for full practice session

**Phase 6** warm up followed by full participation as tolerated

**\*For purposes of the head injury RTP protocol, an appropriate physician evaluation is completed by a practicing MD or DO within the following specialties: family medicine, pediatrics, sports medicine, neurology, or neurosurgery, with preference given to the individual's primary care physician. Family members and friends of the family who are medical providers may not serve as an appropriate physician. The physician completing the physician's evaluation form should document name, degree, specialty, practice name (if applicable), address, and phone number.**

**For additional information on traumatic brain injuries (TBIs), please visit the following websites:**

<http://www.cdc.gov/TraumaticBrainInjury/>

<http://www.cdc.gov/concussion/HeadsUp/>

Information adapted from The Centers for Disease Control, Heads Up Concussion in Youth Sports, <http://www.cdc.gov/concussion/HeadsUp/>

Windham-Ashland-Jewett Central School District  
Athletic and Extracurricular Contract

Student Name \_\_\_\_\_ Coach/Adviser \_\_\_\_\_  
(PLEASE PRINT)

Team/Club: \_\_\_\_\_ Level \_\_\_\_\_

\*\*\*This form MUST be signed by the student AND parent/guardian\*\*\*  
*The Handbook for Athletes, Club Participants, and Parents* can be obtained in the Main Office or found on the school website.

I have read and I understand the "Athletic and Extra Curricular Handbook." I accept my personal responsibility for these guidelines.

(Student Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

I acknowledge reviewing the Windham-Ashland-Jewett Central School District's "Athletic and Extracurricular Handbook" which contains the rules and regulations for participation. I accept my responsibilities in helping my son/daughter live up to the responsibilities and obligations set forth therein.

(Parent/Guardian Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND RETURNED TO THE COACH OR ADVISER BEFORE PARTICIPATION IN EVENTS IS ALLOWED.**

As a student at Windham-Ashland-Jewett, I have read the above code of conduct and understand the expectations and responsibilities associated with being part of an athletic team and/or club in this district. (This includes the attached head injury information and the return to play procedures.) I promise to abide by these rules and regulations.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_