

Athletic Handbook

Danville School



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DANVILLE VIEW ON SPORTSMANSHIP

The Danville School expects that all athletes, students, coaches and spectators show GOOD SPORTSMANSHIP AND RESPECT THE EFFORTS of all the players, coaches, officials and fellow spectators. Athletes and coaches must set a good example in the matter of sportsmanship and must quickly condemn unsportsmanlike conduct on the part of other students and adults.

The Athletic Activities Handbook applies to all Varsity, JV, Freshmen and club sports at Danville School.

To this end, students, spectators and coaches from the Danville School are expected to:

- 1) remember that you represent Danville and your School.
- 2) recognize that the good name of the school is more valuable than any game
- 3) respond with positive enthusiasm to the call of vocal support of the team
- 4) accept the decisions of the officials without question; exercise self-control at all times
- 5) recognize and applaud an exhibition of fine play
- 6) insist on courteous treatment of the visiting team and extend members proper courtesy
- 7) acquaint others with the ideals of sportsmanship that are acceptable to the school
- 8) respond to unfortunate situations in an acceptable manner.

“Sportsmanship is that quality of honor that desires always to be courteous, fair, respectful; it is interpreted in the conduct of the players, coaches, spectators, and all others concerned with athletics.”

DANVILLE POLICY ON HAZING

It is the policy of the Danville School that all of its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the schools and will not be tolerated. “Hazing” means an act committed by a person or group against another person in connection with pledging into an organization, being initiated into a sport or maintaining membership in any sport or organization affiliated with the Danville School; and which is intended to humiliate, intimidate, demean or endanger the physical or mental health of a student. “Hazing” also includes soliciting, directing, aiding or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

Hazing is illegal and will not be tolerated. If hazing occurs, disciplinary action will be taken. A copy of the full Hazing Policy is available in the Main Office. This policy gives definitions, describes the reporting and investigation of alleged hazing and describes the disciplinary procedures to be taken.

Academic Eligibility Criteria

To participate in co-curricular activities at the Danville School, an athlete must be a full-time student taking at least four classes per semester (SENIORS, THREE and A HALF BLOCKS) unless a waiver is granted by the Principal.

Academic Grades: To participate in co-curricular activities at Danville Middle and Danville Senior High School, a student must be passing all courses with a 65 or better. Failing one or more course at any six week interval will make the student ineligible for the following six week period. Eligibility can be regained if the student passes all courses on the next six week progress report or report card. The final six weeks will determine eligibility for the fall co-curricular activities. Transfer, tuition and home schooled students must meet the Danville School eligibility criteria on their transcript or last report card.

Plagiarism - When a student copies the work of someone else, whether it is written work, mathematical work, science labs, projects for presentations then the student is plagiarizing. If a student knowingly and willingly shares his or her work to be copied then this is plagiarism. All homework, written work, projects, presentations, test and exams must be an individual student's work. If a student is unclear about whether an assignment can be completed with a partner or in a group then check with the teacher who assigned the work. Refer to the Student Handbook for a complete outline of consequences.

When a student-athlete becomes academically ineligible, he/she may practice with the team, but cannot dress for competitive events. In order to continue practicing with the team an ineligible player must get a weekly progress report from the teacher from whom the student has received a failing grade, showing that the student is currently passing the class. An unsatisfactory progress report means that the student is suspended from practice immediately, pending the next progress report. This procedure is to go into place once a student is notified of their ineligibility by the Athletic Director. Ineligible players are not allowed to travel to away games. They are allowed to sit on the bench in street clothes during a home game.

The date of determination for an ineligible student who becomes eligible is the first school day after report cards are distributed. However, an ineligible student may request in writing, a grade search by the Athletic Director as soon as the marking term ends. If the grade search shows the student is passing all subjects attempted, the Athletic Director may reinstate the student's eligibility status immediately.

Students may appeal an eligibility decision (see ***Appeals section***).

Attendance Eligibility Criteria

A student must be in attendance in school **all day** (4 full blocks for grades 7 – 12) in order to participate in games that day or night. Excused absences by the Principal may be granted. In the case of an excused absence the student must be in attendance the day following a game. An excuse slip, verified by the office, will serve for re-entry into classes and participation in co-curricular activities.

TARDIES - It is the athlete's responsibility to be punctual and attend school on a daily basis. All tardies **must** be verified by the office prior to practicing or participating in games. If an athlete is tardy on the day of a game he/she will not be able to play that day. An athlete that accumulates 3 tardies (**excused** or **unexcused**) per season must meet with the Athletic Director to determine the athlete's eligibility.

Behavior /Conduct Expectations

Participating in co-curricular activities is a privilege and one of the participant's responsibilities is to be an ambassador of the Danville School. A student's behavior, conduct and citizenship should ALWAYS (home and away) be exemplary. The School Board directs the administration to see that these expectations are conveyed to participants before each season and activity.

If a student athlete has been given an in-school or out-of-school suspension that student cannot dress, or participate in home or away games. Suspended students cannot travel with a team or sit on a team bench during home games. If a student athlete is given a second suspension during an athletic season, that athlete cannot participate for the rest of the season. If a student athlete receives a third suspension, that athlete cannot participate for the rest of the school year.

Appeals to Eligibility Decisions

Any student-athlete may appeal any decision that affects their eligibility status. The appeal must be in writing to the Principal. The Principal will call a meeting of the Appeals Committee to hear the student's appeal. The Appeals Committee will include the Principal (who only votes if there is a tie vote), the Athletic Director, the high school Guidance Counselor, two teachers and two coaches. The Principal will appoint members to this committee at the beginning of each school year. Students are not able to participate in an athletic event until an appeal decision has been made.

Injury/Medical Procedures/Responsibilities

Students' responsibilities are attached as Appendix B.

Coaching Policies/Guidelines

A - PRACTICES

- 1) Every athlete is expected to attend every practice, to be in practice attire and ready to practice on time. Practice attire must conform to the school's dress code. If an athlete cannot be at practice they are expected to notify their coach **before** the practice. Failure to do so may result in the athlete not being able to participate in the next athletic event. Practice schedules will be posted in the lobby and/or on the Athletic Director's door (in the weight room). They are subject to change.
- 2) Practices will not exceed two hours per day.
- 3) Players, who are recovering from temporary injuries, are expected to attend practice as observers unless absent from school or have received permission from the coach to be absent.
- 4) If an athlete has more than **two unexcused** absences from practices or games, he/she will be suspended from the team. A team member who is absent and unexcused from the last practice before a game, will not play in that game. An athlete with an excused absence from the practice before a game may not start in that game, but may enter the game once it has started at the discretion of the coach.
- 5) Practices are "closed door", not open to the public or spectators.
- 6) On varsity basketball teams, there will be no more than 12 players, and no less than 10. All players for all varsity sports will try out for positions on the varsity team and selections for the varsity teams will be based on ability and attitude. If a Senior is cut from the varsity team, he/she will be eligible for junior varsity team.
- 7) Selections for varsity teams will be made no later than the end of the second week of practice. There is also the possibility of a J.V. player who improves to the point of being able to help the varsity team. That J.V. player may be allowed to bump a varsity player to the J.V. team.

B - GAMES

- 1) Players must be dressed and game-ready at least 30 minutes before the game start time. Players must be aboard the bus at the scheduled departure time; the bus will not wait. All team members must travel to an away game on

the bus, unless permission has been granted by the Coach, Athletic Director or Principal in advance.

- 2) A dress code applies for away games in which a team does not travel in uniform. Girls' Teams = appropriate dress is skirts, dresses or slacks, no jeans. Boys' Teams = dress shirt, ties or turtlenecks, dress pants, no jeans.
- 3) At away games no one will leave the gym or field until the team boards the bus with a coach or chaperone. Teams will sit together in the bus and in the away gym or field and will be supervised by the coach.
- 4) Coaches and athletes are expected to be on their best behavior. Remember you represent your school, your community, your family and yourself.
- 5) All athletes must comply with the school rules in the Student Handbook during practices and away/home games. Copies are available in the Main Office.
- 6) Other rules and policies may be added by the Coach, the Athletic Director or the Principal to ensure safety and positive growth of all athletes at Danville School.

Coaches' Responsibilities

A - ADMINISTRATION

- 1) All coaches must be Coaching & First Aid certified. New coaches have one year to get their certification. The cost of the program is covered by the school.
- 2) Coaches must ensure that players have a physical and have returned the form with signatures indicating they are covered by insurance and have parental permission for the athlete to participate in the sport. This must be done before the student's first practice unless permission is given by the Athletic Director or Principal.
- 3) Establish requirements for the awarding of letter/pin/certificate and inform all team members of those criteria before the first game of the season.
- 4) Collect and account for any money from the sales of socks, shoes and any other equipment.
- 5) Issue and ensure the return of all uniforms and playing equipment.
- 6) Inform and explain training rules and regulations to team members and apply rules fairly.
- 7) Comply with V.P.A. standards and the Danville Faculty Handbook.

- 8) Check the attendance list on the Athletic Director's door daily to determine if athletes were in attendance.
- 9) Coaches will provide a written contract for all players outlining their expectations and regulations from each individual player. This contract **must** be signed by all players and parents.

B - PRACTICES & GAMES

- 1) Enforce all school policies and state regulations.
- 2) No practices or games will be scheduled on Sundays unless it is the day before a playoff game. A practice would be allowable in the afternoon only. This also includes no "shoot around" or "voluntary" practices.
- 3) Any practice schedule changes must be approved by the A.D. or Main Office.
- 4) Coaches must ensure that only acceptable athletic shoes and uniforms are worn for games and practices. **All cleats** or **spikes** are to be removed before entering the building.
- 5) Ensure the care and maintenance of the gym, fields and equipment. If a problem is noticed, a note describing the problem should be left in the Athletic Director's Office or with the Site Manager.
- 6) Only those team members participating in the sport are allowed at practices.
- 7) Control and secure the locker room after games and practices, and ensure that the locker rooms are left in a reasonably clean and neat condition (this includes away games). Also provide a system to secure individual's 'valuables' during practices and games. Athletic lockers will be assigned by the Maintenance Director.
- 8) Be the last person to leave after practices or games and secure the building if no custodian or Site Manager is present.
- 9) Ensure good sportsmanship always. The team's conduct is a direct reflection of the coach.

C - TRAVEL

- 1) Control behavior on the bus, at all games and at practices. Proper conduct on the bus is the responsibility of the coach, not the bus driver. Inform team members of the standard operating procedures for team travel and the bus rules established by the bus driver.
- 2) Prescribe travel clothes for away games.

- 3) Ensure that all team members travel to and from games on the bus. Any exceptions are requested in writing by the parent (s) and must be approved by the Principal or the Athletic Director and the parent/legal guardian.
- 4) **The coach/advisor will ride on the bus and will sit where he/she can best control behavior.** The coach/advisor will ride the bus back to school after each game or event.
- 5) When boys and girls travel together, one group will sit together in the most immediate seats, and the other group will sit separately in the remaining seats to the rear.
- 6) “Boom Boxes” are not allowed on the bus. Individual CD/tape players with headphones are allowed with the coach’s permission.

D - ABSENCES & ACCOUNTABILITY

- 1) If a coach/advisor cannot be at a practice or a game, a suitable replacement must be found or the practice is canceled or the game forfeited (if it cannot be rescheduled). The Athletic Director also needs to be notified.
- 2) Coaches must account for team members during practices and games, and account by head count whenever the team boards the bus.
- 3) No team shall be left unsupervised during practices or games.
- 4) Injured team members must be attended to immediately using the school’s team trainer or acceptable first aid procedures and methods. All serious injuries must be reported on an accident form and submitted to the Main Office no later than the next school day.

E - INJURY/MEDICAL RESPONSIBILITIES:

- 1) Coaches’ responsibilities are attached as Appendix ‘A’.

F - DRUG & ALCOHOL POLICY

The Danville School knows the use of drugs/alcohol/tobacco by students is an illegal and unhealthy activity and practice. It is the policy of the Danville School Board to prohibit the use and/or possession of drugs including; alcohol, tobacco and illicit drugs by an Danville students involved in co-curricular activities. This policy is in effect during the academic year including pre-season for fall sports and post-season for spring sports. All students who participate in co-curricular activities are subject to this policy even if their club or sport is on hiatus. Violations of this zero tolerance policy will result in the following action:

First Offense - a student is suspended immediately for 85 school days participation in any Danville School co-curricular activities. A student may request reinstatement after 40 days of suspension if they:

- A) can produce documentation that shows involvement in a drug/alcohol/tobacco education/counseling program that is conducted by a Certified Drug/Alcohol Counselor or Student Assistance counselor. Part of this program will involve an assessment by the counselor.
- B) In cooperation with the school's Student Assistance Counselor or Guidance Department, the student will develop a drug/alcohol/tobacco workshop/presentation that will be presented to the student body.
- C) The student will agree to a drug/alcohol screening if requested by the school.

If a student does not request early reinstatement, they may return to the activity after the 85 school day suspension.

Second Offense - the student is suspended from participation in all co-curricular activities for a period of one year from the date of the incident.

Note- any costs associated with this policy are the responsibility of the student.

Investigation of an alleged use of an illegal substance

1. If a student who is questioned regarding illegal substance used is not cooperative during the investigation than he or she will not be allowed to practice, play or attend meetings.
2. Co-Curricular participants will be interviewed individually regarding the allegation and with a school employee (who is not a family member) present if requested.
3. If the investigation concludes substance abuse did occur then the students involved are subject to the consequences outlined in the Student Handbook, Athletic Handbook and in the Drug/Alcohol and Tobacco Co-Curricular Policy.

LETTER SYSTEM

Each athlete will be awarded a letter each year after he/she has fulfilled the requirements for a letter in a particular activity. On the first award of the letter in any sport the student will receive the green chenille "D", and a pin designating the activity. All subsequent letter awards in any sport will be the pin designating that sport. THE FINAL DETERMINATION OF LETTER AWARDS IS STRICTLY THE COACH'S PREROGATIVE.

Requirement guidelines for award of an athletic letter in various sports are as follows:

VARSITY SOCCER, BASKETBALL, BASEBALL, SOFTBALL - athlete should participate in an average of two periods or 50% of the game time for the sport or contribute significantly to the team.

CROSS COUNTRY - must qualify and compete in the NVAC or State Championship meets.

MANAGER/STATISTICIAN - must fulfill the coach's requirements for that entire season.

JUNIOR VARSITY - will receive a JV letter, pin and certificate of participation.

Letters and awards will be presented to the athletes for each season at a school awards night. Any "closure" function that a team would like to do after the season is over will be at the discretion of the coach of the team.

Appendix A GUIDELINES FOR COACHES

Injuries Occurring During the Sport Season: Students with significant injuries during the season must have physical therapy clearance before being allowed to return to full participation. The School Nurse will assist the coach in making the determination for need for such clearance.

Accident Reports and Parent Notification: Coaches must file an accident report (forms available in Main Office and Health Office) with the School Nurse for any *significant injury as soon as possible after the injury occurs.

***Examples of significant injuries are: head, neck and back injuries. Joint or long bone injuries which prevent an athlete from participating for a period of time.**

Parents should be notified by the coach of any significant injury, especially head, neck and back injuries, as well as any difficulty a student has experienced with asthma or other medical conditions during the course of play. Follow up recommendations should be given to the parent at that time. Consult with the School Nurse if you are unsure of how to handle a particular medical situation.

Students with significant injuries which have occurred since a student's sports physical must have clearance in writing from their physician or physical therapist before resuming participation in a sport. This notation should be forwarded to the School Nurse by the coach for filing with the student's health record.

Head Injury Notices: These forms can be obtained from the School Nurse and are a good way of informing parents of a head injury and gives the parents some guidelines for observing the student for symptoms of developing problems due to the injury.

Field Medical Kits: Coaches should request a medical kit from the Athletic Director at the start of the season. This kit should be with you at practices and events at all times. The kit will be stocked by the Athletic Director and the School Nurse before the season and you are responsible for having it replenished as needed.

Latex Gloves: Latex gloves must be worn whenever there is the possibility of coming into contact with any body fluid when treating an injury, particularly blood. The School Nurse will provide latex gloves for each medical kit upon request.

Danville Bloodborne Pathogens Plan: An in-service will be scheduled at the beginning of each school year for all employees regarding regulations and procedures for protecting yourself from contamination from body fluids. Coaches should attend this in-service or see the School Nurse to set up a time to review the recommended procedures for injury care and cleanup if they cannot attend

the in-service. Team managers who may be attending to player injuries should be instructed on proper procedures. The coach is responsible for this instruction or for sending the manager to the School Nurse for this instruction.

APPENDIX B SPORTS PHYSICAL & MEDICAL REQUIREMENTS

Sports Physicals: Physicals are required each year for every student who will be playing on any Middle School or High School sports team. A sports physical form can be obtained from the School Nurse to be brought to the physician for completion. Any medical problems, concerns, medication needs and other instruction for coaches should be clearly outlined on that form. ***A sports physical must be on file BEFORE a student can participate in practices or competitions.***

The sports physical form is returned to the School Nurse for clearance to participate in sports. Instructions will be forwarded with the appropriate guidelines to coaches at the beginning of each sports season.

STUDENTS CAN OBTAIN THEIR PHYSICAL THROUGH THEIR OWN PHYSICIAN AND ARE ENCOURAGED TO DO SO. BLANK PHYSICAL FORMS CAN BE OBTAINED FROM THE SCHOOL NURSE OR THE MAIN OFFICE. PLEASE USE THE SCHOOL FORM FOR THIS PURPOSE AND RETURN THE COMPLETED FORM TO THE SCHOOL BEFORE THE SPORTS SEASON BEGINS.

Questions about physicals can be directed to the School Nurse at 684-3651.

Medications: Students needing medications before or during any sporting event or practice must submit a Prescription Order Form or Non-Prescription Order Form to the School Nurse along with the appropriately labeled medication. The School Nurse will instruct the coach on administration procedures and guidelines and provide the coach with instructions. (Example: Bee Sting Kits, Inhalers, Allergy Medication, Pain Relievers, etc.)

An inhaler for students with asthma must be in the sports kit **AT ALL TIMES** for each student who has such an order for one.

