

PORT BYRON
CENTRAL SCHOOL DISTRICT



COACHES
HANDBOOK

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INTRODUCTION

This handbook has been prepared for use by all coaches in the Port Byron Central School District Athletic Department. It clearly defines all policies and procedures of the Port Byron Central Schools as well as those of Section III and the New York State Public High School Athletic Association (NYSPHSAA) relating to the interscholastic athletic program. It has been written to ensure uniformity in the conduct of all sports and to serve as a basis for periodic re-evaluation of the total program.

By agreeing to coach, you have accepted the responsibility to familiarize yourself with the contents of the manual and to comply with all policies and procedures of the Port Byron Central Schools, the Panther Athletic Department, as well as the Section III Athletic Council and the New York Public High School Athletic Association. You are obligated to uphold them, regardless of personal feelings or differences of opinion. In the event that a policy proves undesirable or outmoded, it can be revisited, revised or eliminated through careful review and shared dialogue.

The athletic Director shall distribute this handbook as well as the New York State Public High School Athletic Association handbook to all coaches. The coaches, in turn, will be expected to know all the duties, responsibilities, rules and regulations pertaining to their sport and to conduct their programs accordingly.

All volunteer coaches must submit an application which will be authorized by the A.D. It will then need to be approved by the Board of Education. Coaches must adhere to N.Y.S. coaching certification and regulations. They must have First Aid, CPR/AED and working towards coaching certification.

If you have any suggestions as to how we can improve our program, please feel free to discuss your concerns with the Athletic Director at your convenience. We will work together to provide our students/athletes an enjoyable and rewarding experience that will assist them in being successful on and off the field.

Thank you for agreeing to become a valued member of the Port Byron Athletic Department.

ATHLETIC PHILOSOPHY

At Port Byron we feel the staff of the Athletic Department is appreciative that athletics provide an opportunity to teach valuable life lessons, and that those lessons can be taught and learned in a team environment where the consequences are often less severe than in other life settings. The Port Byron Central School Athletic Program provides a variety of experiences to enhance the development of favorable habits that will prepare students for the future and develop desirable personal health habits. Sports are about teamwork skills, leadership, commitment, self-discipline, determination, and fun; winning is a bonus. Sportsmanship is a value that will be taught, emphasized, and expected of all athletes, coaches and parents.

MODIFIED PROGRAM PHILOSOPHY

All students in 7th, 8th, and possibly 9th grade is welcome to try-out for the modified athletic programs at Port Byron. At the modified level, the focus is on learning sport fundamentals such as game rules, basic skills, and team play. Through practices and competitive play, coaches also promote social and emotional growth, healthy competition and physiologically appropriate demands on the adolescent body.

JUNIOR VARSITY PROGRAM PHILOSOPHY

At the Junior Varsity level, a high degree of dedication and commitment is expected as Junior Varsity players embrace the goal of potentially competing at the Varsity level. Increased emphasis is placed on physical conditioning, refinement of fundamental game performance skills, elements and strategies of team play, and emotional and social development necessary to compete at a higher level. The coaches at the Junior Varsity level will work to achieve a balance between individual and team development, while striving for victory. The outcome of the contest is a stronger consideration at this level; therefore, the commitment to practice sessions, physical conditioning, skill development, and playing ability are significant factors for a successful J.V. team.

VARSITY PROGRAM PHILOSOPHY

A committed attitude and advance level of skill are necessary ingredients for athlete's participation at the Varsity level. The skill development of the J. V. level is further enhanced with a strong sense of improving already sound elements through more advanced training and self-discipline. Participation on a Varsity team during the previous season, or previous year, does not guarantee a spot on the team roster. Those athletes demonstrating the best level of skill and attitude will be selected. While the primary goal continues to emphasize physical conditioning, skill development, and team strategy, winning contests at the Varsity level becomes a priority and there is no guarantee that all team members will play in contests.

CODE OF ETHICS

The staff assigned to the interscholastic athletic program at Port Byron subscribes to the Code of Ethics as recommended by the N. Y. S. P. H. S. A. A.

1. To emphasize the proper ideal of sportsmanship, ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish an appropriate relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that athletic contest is only a game – not a matter of life or death for player, coach, school, official, fan, community, state or nation.

SPORTS & THE ATHLETIC PROGRAM

Athletics are an integral part of a well-balanced educational program. Therefore, the Board of Education supports within its resources a broad sports program with equal access for both males and females, with emphasis on maximum participation, through interscholastic activity. The interscholastic athletic program shall conform to the Regulations of the Commissioner of Education as well as the established rules of the New York State Public High Schools Athletic Association and the State Education Department.

Eligibility for interscholastic athletic competition requires that the students:

- A)** Completion of FamilyID
- B)** Pass satisfactorily the medical examination administered by the school physician/nurse practitioner or the student's personal physician. The school physician/nurse practitioner retains final approval on all physicals performed by the student's personal physician; and;
- C)** Meet the requirements for interscholastic competition as set forth by the Commissioner's Regulations and the New York State Public High School Athletic Association.

Athletic Placement Process (APP) & Mixed Competition

The Board approves the use of selection/classification process for all secondary school interscholastic team members. The Board directs the Superintendent to implement the procedures and maintain a file of those students deemed eligible as a result of those procedures.

Student Athletic Injuries

No student should be allowed to practice or play in an athletic contest if he/she is suffering from an injury. The diagnosis of and prescription of treatment for injuries is strictly a medical matter and should under no circumstances be considered within the province of the coach. A coach's responsibility is to see that injured players are given prompt and competent medical attention, and that all details of a doctor's instructions concerning the student's functioning as a team member are carried out.

Athletic Program – Safety

The district will take reasonable steps to see that physical risks to students participating in the interscholastic athletic program shall be kept at a minimum by:

- A)** Requiring medical examinations of participants;
- B)** Obtaining appropriately certified and/or licensed officials to coach all varsity, junior varsity, and modified games; and
- C)** Ensuring that equipment is both safe and operative within approved guidelines. New York Code of Rules and Regulations (NYCRR) Section 135

Coach's Checklist

Each coach will be responsible for completing the following checklist to be handed in to the athletic director prior to the first contest of their season.

_____ Pre-season roster submitted to school nurse and secretaries and A.D.

_____ Team roster with appropriate practices submitted

_____ Final roster submitted to appropriate offices and nurse

_____ Coach's Program Rules – signed set to be kept with the coach

_____ Family ID Information to be kept with the coach

_____ Pre-season team information sent to local newspapers

I have read and understand all materials and policies in the coach's handbook. ***Failure to comply with these procedures may lead to my dismissal as a coach.***

Signature: _____ Date: _____

CONTACT NUMBERS

Kim Brown 315-776-5728 ext. 1240
(Athletic Director)

Chris Ford 315-776-5728 ext. 1175

Jennifer Stoddard 315-776-5728 ext. 1321
(High School Nurse)

Corey Rooker 315-776-5728 ext. 1316
(Transportation/Building & Grounds)

Bus Garage 315 776-5508

Neil O'Brien 315-776-5728 ext. 1305
(Superintendent of Schools)

Mike Jorgensen 315-776-5728 ext. 1129
(High School Principal)

Fire Department 911

Port Byron Police 315-776-4099

The Citizen/Sports Department Citizensports@lee.net

The Post Standard pspadafore@syracuse.com

NON-TEACHER COACHING CHECK LIST

Name: _____

Sport: _____

Year: _____ Concussion Workshop: _____

**Temporary License #1
(Required prior to coaching)**

Fingerprinting School Violence
 CPR Child Abuse
 First Aid Evaluation/end of season
 Apply on TEACH Supt Statement
 Send everything to BOCES DASA

**Temporary License #2
(Required prior to 2nd year of coaching)**

First Aid/CPR Apply on TEACH
 Send everything to BOCES Supt Statement
 Evaluation/end of season

**Temporary License #3
(Required prior to 3rd year of coaching)**

First Aid/CPR Philosophy & Principals
 Send everything to BOCES Supt Statement
 Evaluation/end of season

**Professional License – 4th year of coaching
(Renewed every 3 years)**

First Aid/CPR
 Health Sciences Course
 Theories & Tech Course
 (Internship in sport)
 Send everything to BOCES
 3 years of satisfactory evaluations
 sent with application
 Apply to TEACH
 Supt Statement

TEACHER COACHING CHECKLIST

Name: _____

Sport: _____

Year: _____ Concussion Workshop: _____

**First Year
(Required prior to coaching)**

Fingerprinting DASA
 Child Abuse First Aid
 School Violence Wkshop CPR
 Evaluation/end of season

Required prior to 2nd year of coaching

First Aid/CPR
 Evaluation/end of season

Required prior to 3rd year of coaching

First Aid/CPR
 Philosophy & Principals
 Evaluation/end of season

Required prior to coaching

First Aid/CPR
 Health Sciences Course
 Theories & Tech Course
 (Internship in sport)
 3 years of satisfactory evaluations
 Evaluation/end of season

COACHES RESPONSIBILITIES

(The following are part (but not all) of the responsibilities of coaches during the pre-season).

1. **TRY-OUT ROSTER:** Should be submitted to the nurse and A.D. at least 1 week in advance. Anyone without a physical or disqualified by the nurse cannot participate.
2. **TRY-OUT POLICY:** Each athlete must have at least three days evaluation before a final team roster can be made.
3. **EQUIPMENT/SUPPLIES:** An inventory of everything needed for the first day of practice should be completed at least 2 weeks before the season.
4. **FIRST AID/CPR/AED/CONCUSSION:** Coaches must meet the N.Y.S. requirements for coaching. Proof must be furnished to the A.D. before the season starts.
5. **COACHES MEETING:** All coaching staff must attend the pre-season coaches meeting conducted by the A.D. Head coaches must attend the O.H.S.L. Meeting for their sport, attendance is recommended for all other coaches.
6. **DRESS:** Port Byron Central School District coaches should demonstrate professionalism in their appearance. Athletes should also dress appropriately on game days.
7. **KEYS:** Will be issued for appropriate areas. You are responsible for your keys. Keys must be returned upon leaving your assignment.
8. **BUILDING CODE:** See the Superintendent of Building and Grounds for your security code to enter buildings.
9. **HEALTH FORMS & EMERGENCY FORMS:** It is the coaches' responsibility to have on hand all necessary forms pertaining to student athlete's health and emergency contacts.
10. **CAPTAINS:** The number of captains on a team should be limited. A captain must be a fitting representative of the school, not just the most popular or best athlete.
11. **EMERGENCY PLAN:** Develop a clear medical emergency plan. During the season, review exact procedure that will be used with assistant coaches and athletes on the team.

(The following are part (but not all) of the responsibilities of coaches during the season).

1. **ROSTER:** A final alphabetized roster of athletes and managers must be submitted to the A.D. **1 week prior to the first contest.** A copy will be sent to the nurse and office secretaries. Any deletions or additions during the season must also be submitted.
2. **NURSE ROSTER DISQUALIFICATIONS:** Any student athlete injured or excused from Physical Education will be disqualified from participation. **ONLY THE NURSE** can clear the athlete. **THIS IS A LEGAL ISSUE.** Any athlete with a head injury must have a doctor's note to return. This is a state regulation. All required injury reports and permission slips must be submitted to the nurse so they may be noted on the student's health record.
3. **MEDICAL EMERGENCY PLAN:** Review with staff and athletes.
4. **PRACTICE SCHEDULES:** All field and court time is allocated by the A.D. Give athletes notice of the practice schedule; adhere to your time as listed.
5. No student or team may be permitted to participate in school organized practice or play on (7) seven consecutive days during the season.
6. **COACHES ATTENDANCE:** You must attend every practice and game. Be present at the start of practice, and *stay until everyone has left the area and locker rooms.* You must travel with your team. Supervise at all times. If you need to be absent, you must notify the A. D. as soon as possible.

7. **CANCEL/RESCHEDULE:** Final decision is made by the A.D. or in his/her absence, the building principal.

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8. **UNIFORM ISSUANCE:** The coach must issue and collect all uniforms and equipment. You are responsible to see that your players return clothing/equipment. For lost, stolen or misused uniforms and equipment, athletes will be expected to make restitution. Student will not receive awards or be permitted to participate in sports until all obligation have been cleared. This is an important part of the athlete's responsibility.
9. **VOUCHERS FOR OFFICIALS:** It is your responsibility to hand the officials a voucher prior to the game. **ALL VOUCHERS MUST BE COMPLETED IN PEN ONLY!!!** They must be submitted to the A.D. **ASAP.** Officials will not be paid until the vouchers are signed and submitted to the Business Office.
10. **INAPPROPRIATE LANGUAGE:** Foul, demeaning, or abusive language is NEVER permitted by athletes or coaches. Character Education is a district goal.
11. **MEDICAL KIT/COOLER:** Each team will have their own medical kit and cooler. The coach is responsible for keeping these stocked with necessary supplies.
12. **ACCIDENT FORMS:** The coach must fill out the report immediately and completely following an accident. It should be submitted to the nurse ASAP. THIS IS A LEGAL ISSUE. The nurse **must** be notified in a timely manner following the accident.
13. **FITNESS CENTER:** This room can only be used when supervised. This means a coach on site and in the room.
14. **LOCKERS AND LOCKS:** This should be joint planning between the coach and Physical Education staff. A record of assignment is kept by the Phys. Ed. Staff. Do not leave anything unlocked for others to take. NO SPIKES should be worn in the locker rooms, halls, or across gymnasium floors. Athletes should clean and remove spikes outside to alleviate unnecessary mud and damage to these areas. Coaches should check locker rooms before leaving.
15. **TRANSPORTATION:** The A.D. will make all necessary arrangements for transportation. The coach should make it VERY clear to the players as to destination, leaving time, and time of return. Buses are to be left clean and all bus rules apply. Athletes should travel with the team unless there is extenuating circumstances. **The parent/guardian of the athlete must sign his/her son/daughter (out) from the coaches' sign-out sheet in order to prevent leaving a student behind.**
16. **OFFICIALS:** Be professional, be the role model for all in attendance. If you think a rule has been misinterpreted, call time; ask politely to consult with his/her partner. After that, live with the decision. After the game, if you wish, we will proceed through official channels to protest.
17. **PUBLICITY & PRESS:** Varsity and J.V. coaches are responsible for informing the CITIZEN and Syracuse POST STANDARD newspapers regarding the results of the game win or lose. Be careful of being quoted, you might be surprised to read "what you said." Do not embarrass your team, your school or yourself.
18. **EARLY DISMISSAL:** If absolutely necessary a team may be excused early. *Remember this affects academic classes.*
19. **REMOVAL FROM TEAM:** All names must be given to A.D.
 - a. Voluntary: A student that voluntarily leaves the team will not be eligible for any awards for that team.
 - b. Involuntary: A student who is removed from the team by the coach, with the approval of the A.D. will not be eligible for any awards and must appear before the Athletic Director prior to consideration for re-instatement in athletics.

- c. Athlete Cut: If an athlete is cut from a team, they may have the opportunity to try-out for another team during the same season.

Prior to the final cut date, or the first game where cuts were not made, a player may withdraw from the team without penalty providing he/she has discussed the matter with the coach and Athletic Director before leaving.

When cuts have been made, and the athlete decides to quit prior to the first game, but after the final cut, the athlete will be ineligible for any sport within the same season. Any athlete deciding to quit a team after the first contest has been played will be ineligible for any sport during that season and for the following season including carry over from spring to fall.

The exception to these procedures will be leaving the team for a reason acceptable to the Athletic Director with recommendation from the coach.

AN ATHLETE THAT QUILTS OR IS REMOVED FROM A TEAM WILL BE REQUIRED TO MEET WITH AN ATHLETIC COUNCIL BEFORE THEY CAN BE REINSTATED OR CONSIDERED FOR ANOTHER ATHLETIC SPORTS TEAM.

ATHLETIC COUNCIL MAY INCLUDE BUT NOT LIMITED TO:

Athletic Director
Coach
Teacher
Administration

20. SUPERVISION: All athletes need to be under your direct supervision at all times. This includes the locker room area. Please inform all your athletes to behave appropriately at all times, or they may be subject to disciplinary action.

21. ATHLETE SIGN-OUT: Any athlete that is leaving with their parents/guardians or adult approved through FamilyID after a contest must see the coach and sign the athlete out.

The following are part (but not all) of the responsibilities of coaches for the post season.

1. Collect all equipment and uniforms from athletes. Notify them if they must pay for lost or damaged goods. Submit list to the A.D. office. This is the most important post season responsibility.
2. Submit list of athletes to receive awards. Attendance at awards ceremony is expected by all coaches and athletes, with appropriate dress attire.
3. Inventory all equipment and uniforms.
4. Complete all appropriate end of season forms.
5. Arrange for an end of season meeting.
6. All head coaches are to survey assistant coaches as to equipment needs for the next season. They should also review the season.
7. Arrange for an evaluation meeting with the A.D. Head coaches are to submit staff evaluations to the A.D.
8. Provide athletes with options, not requirements for out of season opportunities. Assist local organizations with the running/development of youth programs.

9. Give support to those athletes who would like to participate at the college level.
10. Evaluate the entire program on an annual basis. Develop and implement action plans to improve the program.

(Failure to follow this policy may result in disciplinary action; continued insubordination of this policy may result in dismissal of coach).

TRANSPORTATION POLICY

All athletes must utilize transportation for all interscholastic contests except when parents/guardians or persons listed on FamilyID sign out and take custody of the athlete with the full knowledge and approval of the coach.

EXTRA-CURRICULAR ELIGIBILITY CODE

This policy applies to all students in the Port Byron Central School District who are participating in any extra-curricular activity.

ACADEMIC STANDARD

If a student is failing three (3) or more subjects on his/her report card after a 10-week marking period, he/she will become ineligible to participate in "events." During this period, students may continue to practice, rehearse, and/or attend meetings. After a two-week probationary period, a student must be failing no more than one course to regain his/her eligibility by obtaining a weekly satisfactory/passing report from each teacher. Failure to obtain a positive report each week thereafter will result in ineligibility for the remainder of the ten-week marking period. Eligibility will then be re-evaluated at the end of that marking period.

Eligibility for both participation and attendance at extra-curricular activities will be based on academic performance and disciplinary record.

1. DEFINITION OF PASSING

Passing on a report card means a grade of at least 65 percent or, where it applies, a notation of "P." Passing after a period of ineligibility means that a student's remedial work has been of such quality during that marking period that the teacher, in his/her sole professional judgment, believes that the student has achieved the equivalent of a passing grade on a report card. Evidence of passing will be required in all subjects, not just those that had been failed.

2. LENGTH OF INELIGIBILITY PERIOD

The period of ineligibility will begin at the start of a new ten week marking period and will last a minimum of two weeks.

3. RELEASE FROM ELIGIBILITY

After the initial two weeks, students who present evidence from their teacher(s) that they are failing no more than one course will be declared eligible by the Principal/Athletic Director to participate in extra-curricular activities. Students must receive a satisfactory weekly progress report from the 3rd thru the 9th week of each marking period in order to maintain eligibility.

4. FORMS

The Principal/Assistant Principal is authorized to develop the forms necessary for the implementation of this policy. It is understood that, when certifying passing after a period of eligibility, teachers will individually complete forms and not use one for all subjects.

ATTENDANCE STANDARD

In order for a student to participate, he/she must be in regular attendance at school all day that the activity is scheduled. During each season/activity, students will receive one warning for an unexcused tardy if they arrive **before** 8:15 a.m. If they arrive **on or after** 8:15 a.m., they will be unable to participate. The Principal/Athletic Director may grant permission for the student to be absent under special circumstances as defined by State Law as follows: personal illness, illness or death in the family, impassable roads due to inclement weather, religious observances, quarantine, required court appearance, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, and other reasons approved by the Commissioner of Education.

ATHLETIC ELIGIBILITY CODE

1. The school administration may remove a student from an activity for any period of time or use other penalties for disciplinary reasons.
2. Each coach will establish his/her own discipline and training rules. These rules will include, but are not limited to the following:
 - a. Not use alcoholic beverages
 - b. Not use controlled substances
 - c. Not use tobacco products
 - d. Not be involved in illegal activities

**Violation of any of the above four rules will result in automatic dismissal from a team. The coach may dismiss a player for other infractions of the rules.

3. Each coach will handle the discipline of his/her players. Being dropped from a team will begin the following automatic penalties:
 - a. The first time a player is dropped from a team by a coach, he/she will be on probation during the next sport season that he/she participates in.
 - b. If he/she is dropped from a team a second time by a coach, he/she will not participate in the next sport that he/she participates in.
 - c. If a player is dropped from a team for the third time in his/her athletic career, he/she will not participate on an athletic team for the next twelve months. He/she will also have his/her athletic history reviewed by the superintendent.
 - d. These penalties are automatic.
4. Any student who does not complete an athletic season must meet with the Athletic Director and Coach of the next sport prior to participating in a succeeding athletic season.

ATHLETIC PLACEMENT PROCESS

This program pertains only to the exceptional student-athlete in grade 7 or 8 who is recommended by the JV or VARSITY coach for participation at the JV or VARSITY level.

The New York State Education Department's Athletic Placement Program (APP) is a process for screening students to determine their readiness to compete in interscholastic athletic competition by evaluating their physical maturity, fitness and skill. Physical education teachers, coaches, students, or parents/guardians may ask the physical education teacher and/or athletic director to evaluate a student, using the APP. Students will not be processed through the evaluation procedures without a permission form signed by their parent/guardian.

The Athletic Placement Process criteria was designed by the state for mature and exceptionally skilled student athletes to advance to an upper level and less developed student athletes to participate in an appropriate lower level that is suited to their development and ability. The program is not to be used to fill positions on teams, provide additional experience, provide a place for junior high students when no modified program is offered, or to reward a student. It is aimed at the few select student athletes who can benefit from such placement because of their level of readiness.

STEP-BY-STEP PROCEDURE

1. **Coaches:** The Port Byron JV or Varsity coach is made aware of a student-athlete with exceptional skill in a specific sport by other Port Byron coaches/physical education teachers and/or a recommendation from a coach familiar with the student's performance with an outside organization.
2. **Parent/Guardian Permission:** All students who are to be evaluated must first obtain written parent/guardian permission before any evaluation may begin.
3. **Administrative Approval:** The athletic administrator should confirm that the student is suitable for consideration, which includes the likelihood that the student would play in at least 50% of the games. Additionally, because of the increased time demands of participation at the high school level, the student's academic performance (as determined at the local level) should be at or above grade level. Furthermore, administration should assess the student's emotional readiness to socialize with high school-aged students. If the student is not academically or socially ready, the student should not proceed through the APP.
4. **Medical Clearance:** (Must be completed BEFORE the physical fitness portion of the process). The district medical director will determine a student's physical maturity level, and compare the physical size of the student in relation to that of the students against whom the student wishes to compete. If the student is determined to have attained the appropriate physical maturity level and comparable physical size for the desired sport and level, the student may proceed with step 5. If the student is determined to **not** have attained an appropriate physical maturity level for the desired sport level, adults (doctor, A.D., parents, coach, PE teacher), will meet and make an appropriate decision if the process is to continue.

5. **Physical Fitness Testing:** This must be done by a certified physical education teacher who is not a coach of the sport for which the student will be trying out. The President's Physical Fitness Test has been selected as the test for this process, and the student must meet the 85th percentile level for their age in 4 out of 5 test components.
Exception to the physical fitness test requirement: Students who desire to try out for bowling or golf teams are not required to complete the physical fitness testing.
6. **Qualification Determination: Only students who pass four (4) or more component areas of the APP are permitted to try out.**
7. **Try-Outs:** The student is allowed to try out for the sport level requested or the student must return to the modified level of competition. For students trying out for bowling or golf, see instructions for try outs for these sports in Appendix G.
8. **Records:** The physical education director and/or athletic director must maintain all records of students who have successfully completed the APP. Items to be kept in the student's file are: Parent/Guardian Permission and Result letters; Maturity Evaluation and Medical Director Forms; Physical Fitness results.
9. **Notifications:** A Notification List of the scores of all athletes who have successfully completed the process and have been approved through the APP **after the try-out period has been completed** must be sent to:
 - The physical education director and/or athletic director of competitor schools
 - Athletic governing board or section office

NOTE: Any student-athlete who is recommended for the APP Program but does not meet the State requirements is encouraged to participate at the modified level in that sport or if there is not one, to try another sport for that season. If you have any questions regarding the APP process, call the Athletic Director's office at 315-776-5728 ext. 1240.

This program pertains only to the exceptional student-athlete in grade 7 or 8 who is **RECOMMENDED BY THE JV or VARSITY COACH** for participation at the JV or Varsity level.

MIXED COMPETITION

Any student interested in participating on a sports team of opposite gender must meet with the athletic director prior to the start of the season.

CONCUSSION MANAGEMENT POLICY

The Board of Education recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The physical and mental well-being of our students is a primary concern. Therefore, the Port Byron School District adopts the following Policy to support the proper evaluation and management of concussion injuries.

A concussion is a mild traumatic brain injury (MTBI). A concussion occurs when normal brain functioning is disrupted by a blow or jolt to the head that causes the head and brain to move rapidly back and forth. Recovery from a concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management. Concussions can impact a student's academics as well as their athletic pursuits.

Concussion Management Team

In accordance with the Concussion Management and Awareness Act, the School District is authorized, at its discretion, to establish a Concussion Management Team (CMT) which may be composed of the certified athletic director, a school nurse, the school physician, a coach of an interscholastic team, a certified athletic trainer or such other appropriate personnel as designated by the School District. The Concussion Management Team shall oversee and implement the School District's concussion policy and regulations, including the requirement that all school coaches, physical education teachers, nurses and certified athletic trainers who work with and/or provide instruction to pupils engaged in school-sponsored athletic activities complete training relating to mild traumatic brain injuries. Furthermore, every concussion management team may establish and implement a program which provides information on mild traumatic brain injuries to parents and persons in parental relation throughout each school year.

Staff Training/Course of Instruction

Each school coach, physical education teacher, school nurse, and certified athletic trainer who works with and/or provides instruction to students in school-sponsored athletic activities (including physical education class and recess) shall complete a course of instruction every year relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI.

Components of the training will include:

- A) The definition of MTBI;
- B) Signs and symptoms of MTBI;
- C) How MTBIs may occur
- D) Practices regarding prevention; and
- E) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The course can be completed by means of instruction approved by SED which include, but are not limited to, courses provided online and by teleconference.

Information to Parents

The District shall include the following information on concussion in any permission or consent form or similar document that may be required from a parent/person in parental relation for a student's participation in interscholastic sports. Information will include:

- A) The definition of MTBI;
- B) Signs and symptoms of MTBI;
- C) How MTBIs may occur;
- D) Practices regarding prevention; and
- E) Guidelines for the return to school and school activities for a student who has suffered and MTBI, even if the injury occurred outside of school.

The District will provide a link on its website, if one exists, to the above list of information on the State Education Department's and Department of Health's websites.

Identification of Concussion and Removal from Athletic Activities

The District shall require the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a mild traumatic brain injury (MTBI) or concussion. Any student demonstrating signs, symptoms, or behaviors consistent with a concussion while participating in a class, extra-curricular activity, or interscholastic athletic activity shall be removed from the class, game or activity and must be evaluated as soon as possible by an appropriate health care professional. Such removal must occur based on display of symptoms regardless of whether such injury occurred outside of school. If there is any doubt as to whether the student sustained a concussion, it shall be presumed that the student has been injured until proven otherwise. The District shall notify the student's parents or guardians and recommend appropriate evaluation and monitoring.

The School District may choose to allow credentialed District staff to use validated Neurocognitive computerized testing as a concussion assessment tool to obtain baseline and post-concussion performance data. These tools are not a replacement for a medical evaluation to diagnose and treat a concussion.

Return to School Activities and Athletics

The student shall not return to physical activity (including athletics, physical education class and recess) until he/she has been symptom-free for not less than twenty-four (24) hours and has been evaluated and received written authorization from a licensed physician. In accordance with Commissioner's Regulations, the School District's Medical Director will give final clearance on a return to activity for extra-class athletics. All such authorizations shall be kept on file in the student's permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. School staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate removal from play.

The District shall follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for treatment of students with concussions during the school day.

In accordance with NYSED guidelines, this Policy shall be reviewed periodically and updated as necessary in accordance with New York State Education Department guidelines. The Superintendent, in consultation with the District's Medical Director and other appropriate staff, may develop regulations and protocols for strategies to prevent concussions, the identification of concussions, and procedures for removal from and return to activities or academics.

Education Law Sections 207; 305(42), and 2854
8 NYCRR 135.4 and 136.5

Guidelines for Concussion Management in the School Setting, SED Guidance Document, June 2012

Identification

Any student who is observed to, or is suspected of, suffering a significant blow to the head, has fallen from any height, or collides hard with another person or object, may have sustained a concussion. Symptoms of a concussion may appear immediately, may become evident in a few hours, or evolve and worsen over a few days. Concussions may occur at places other than school. Therefore, district staff members who observe a student displaying signs and/or symptoms of a concussion, or learn of a head injury from the student, should have the student accompanied to the school nurse. If there isn't a school nurse, or he/she is unavailable, the school should contact the parent/guardian. In accordance with the Concussion Management and Awareness Act, any student suspected of having a concussion either based on the disclosure of a head injury, observed or reported symptoms, or by sustaining a significant blow to the head or body must be removed from athletic activity and/or physical activities (e.g., PE class, recess), and observed until an evaluation can be completed by a medical provider. Symptoms of a concussion include, but are not limited to:

- Amnesia (e.g. decreased or absent memory of events prior to or immediately after the injury, or difficulty retaining new information)
- Confusion or appearing dazed
- Headache or head pressure
- Loss of consciousness
- Balance difficulty or dizziness, or clumsy movements
- Double or blurry vision
- Sensitivity to light and/or sound
- Nausea, vomiting, and/or loss of appetite
- Irritability, sadness or other changes in personality
- Feeling sluggish, foggy, groggy, or lightheaded
- Concentration or focusing problems
- Fatigue and/or sleep issues (e.g. sleeping more or less than usual).

Students who develop any of the following signs, or if the above listed symptoms worsen, must be seen and evaluated immediately at the nearest hospital emergency room:

- Headaches that worsen
 - Seizures
 - Looks drowsy and/or cannot be awakened
 - Repeated vomiting
- 20
- Slurred speech

- Unable to recognize people or places
- Weakness or numbing in arms or legs, facial drooping
- Unsteady gait
- Dilated or pinpoint pupils, or change in pupil size of one eye
- Significant irritability
- Any loss of consciousness
- Suspicion of skull fracture: blood draining from ear, or clear fluid from nose

Districts may choose to allow credentialed district staff to use validated neurocognitive computerized testing concussion assessment tools such as Impact (Immediate Post Concussion Assessment & Cognitive Testing), CogSport (also known as Axon), Headminders, and ANAM (Automated Neuropsychological Assessment Metrics); to obtain baseline and post-concussion performance data. Districts may also choose to allow trained staff to use sideline assessment tools such as SCAT-2 (Sport Concussion Assessment Tool 2), SAC (Standardized Assessment of Concussion), or BESS (Balance Error Scoring System). When choosing to use assessment tests and tools, it is important that districts are cognizant of credentialing requirements of assessors, required testing conditions, along with conditions and time intervals required for post-concussion testing. The school district should seek authorization from the parent/guardian prior to the testing. Additionally, parent/guardian should be given a copy of the result.

Neurocognitive computerized tests and sideline assessments may assist district staff in determining the severity of a student’s symptoms. **They are not a replacement for a medical evaluation to diagnose a concussion.** All students with a suspected concussion are to be seen as soon as possible by one of the following medical providers: a physician, nurse practitioner, or physician assistant. Results from assessment tools or tests completed at school should be provided to medical providers to aid in the diagnosis and treatment of students. Students removed from athletic activities at school for a suspected concussion must be evaluated by and receive written and signed authorization from a physician in order to return to *athletic activities* in school.

Diagnosis

In New York State, the diagnosis of a concussion remains within the scope of practice of the following medical providers: physicians, nurse practitioners, and physician assistants. As part of their licensure, these medical providers are encouraged to remain current on best practices in their fields. Medical providers who are not familiar with *current* practice on concussion management are encouraged to seek out professional development updates. This section provides a general overview of current best practices to familiarize district health professionals and should not be utilized as a replacement for professional development.

It cannot be emphasized enough that any student suspected of having a concussion – either based on the disclosure of a head injury, observed or reported symptoms, or by sustaining a significant blow to the head or body – **must** be removed from athletic activity and/or

physical activities (e.g. PE class, recess), and observed until an evaluation can be completed by a medical provider. In accordance with the Concussion Management and Awareness Act, a student diagnosed with a concussion is not to be returned to athletic activities until at least 24

hours have passed without symptoms and the student has been assessed and cleared by a medical provider to begin a graduated return to activities.

Per this statute, students removed from athletic activities at school for a suspected concussion must be evaluated by, and receive written and signed authorization from, a physician in order to return to *athletic activities* in school.

Evaluation by a medical provider of a student suspected of having a concussion should include a thorough health history and a detailed account of the injury. The Centers for Disease Control and Prevention (CDC) recommends that physicians, nurse practitioners, and physician assistants use the Acute Concussion Evaluation Form (ACE) to conduct an initial evaluation.

<http://www.cdc.gov/concussion/headsup/pdf/ACE-a.pdf>

The CDC recommends evaluation of three areas:

- Characteristics of the injury
- Type and severity of cognitive and physical symptoms
- Risk factors that may prolong recovery

Injury Characteristics

The student, and/or the parent/guardian or district staff member who observed the injury, should be asked about the following as part of an initial evaluation:

- Description of the injury
- Cause of the injury
- Student's memory before and after the injury
- If any loss of consciousness occurred
- Physical pains and/or soreness directly after injury

Symptoms

Students should be assessed for symptoms of a concussion including, but not limited to, those listed in the Identification Section on page 5.

Risk Factors to Recovery

According to the CDC's *Heads up, Facts for Physicians About Mild Traumatic Injury (MTBI)*, students with these conditions are at a higher risk for prolonged recovery from a concussion:

http://www.cdc.gov/concussion/headsup/pdf/Facts_for_Physicians_booklet-a.pdf

- History of concussion, especially if currently recovering from an earlier concussion
- Personal and/or family history of migraine headaches
- History of learning disabilities or developmental disorders
- History of depression, anxiety, or mood disorders

Students, whose symptoms worsen or generally show no reduction after 7-14 days, or sooner, depending on symptom severity, should be considered for a referral to a neuro-psychologist, neurologist, physiatrist, or other medical specialist in traumatic brain injury.

Post-Concussion Management

Students who have been diagnosed with a concussion require both physical and cognitive rest. Delay in instituting medical provider orders for such rest may prolong recovery from a concussion. Private medical provider's orders for avoidance of cognitive and physical activity and graduated return to activity should be followed and monitored both at home and at school. Districts should consult their medical director if further discussion and/or clarification is needed regarding a private medical provider's orders, or in the absence of private medical providers orders. Additionally, children and adolescents are at increased risk of protracted recovery and severe, potential permanent disability (e.g. early dementia also known as chronic traumatic encephalopathy), or even death if they sustain another concussion before fully recovering from the first concussion. Therefore, it is imperative that a student is fully recovered before resuming activities that may result in another concussion. Best practice warrants that, whenever there is a question of safety, a medical professional err on the side of caution and hold the athlete out for a game, the remainder of the season, or even a full year.

Cognitive Rest

Cognitive rest requires that the student avoid participating in, or exposure to, activities that require concentration or mental stimulation including, but not limited to:

- Computers and video games
- Television viewing
- Texting
- Reading or writing
- Studying or homework
- Taking a test or completing significant projects
- Loud music
- Bright lights

Parents/guardians, teachers, and other district staff should watch for signs of concussion symptoms such as fatigue, irritability, headaches, blurred vision, or dizziness; reappearing with any type of mental activity or stimulation. If any of these signs or symptoms occur, the student should cease the activity. Return of symptoms should guide whether the student should participate in an activity. Initially a student with a concussion may only be able to attend school for a few hours per day and/or need rest periods during the day.

Students may exhibit increased difficulties with focusing, memory, learning new information, and/or an increase in irritability or impulsivity. District should have policies and procedures in place related to transitioning students back to school and for making accommodations for missed tests and assignments. If the student's symptoms last longer than 7-14 days, a medical provider should consider referring the student for evaluation by a neuropsychologist, neurologist, physiatrist, or other medical specialist in traumatic brain injury.

procedures they must follow in authorizing such accommodations. These manuals also provide information on the provisions for a student to be medically excused from a State test, as well as opportunities for make ups.

In some situations, a 504 plan may be appropriate for students whose concussion symptoms are significant or last 6 months or longer. Section 504 is part of the Rehabilitation Act of 1973 and is designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 requires a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student’s individual educational needs as adequately as the needs of nondisabled students are met.

More information is available on Section 504 law at:
<http://www2.ed.gov/gov/about/offices/list/ocr/index.html>

A Q&A on Section 504 including information on addressing temporary impairments such as concussions is available at:
<http://www2.ed.gov/about/offices/list/ocr/504faq.html>

Physical Rest

Physical rest includes getting adequate sleep, taking frequent rest periods or naps, and avoiding physical activity that requires exertion. Some activities that should be avoided include, but are not limited to:

- Ones that result in contact and collision and are high risk for re-injury
- High speed and/or intense exercise and/or sports
- Any activity that results in an increased heart rate or increased head pressure (e.g. straining or strength training)

Students may feel sad or angry about having to limit activities, or having difficulties keeping up in school. Student should be reassured that the situation is temporary, that the goal is to help the student get back to full activity as soon as it is safe, and to avoid activities which will delay their recovery. Students should be informed that the concussion will resolve more quickly when they follow their medical provider’s orders as supported by various studies. Students will need encouragement and support at home and at school until symptoms fully resolve.

Once a student diagnosed with a concussion has been symptom free at rest for at least 24 hours, a private medical provider may choose to clear the student to begin a graduated return to activities. If a district has concerns or questions about the private medical provider's orders, the district medical director should contact that provider to discuss and clarify. Additionally, the medical director has the final authority to clear students to participate in or return to extra-class physical activities in accordance with 8NYCRR 135.4(c)(7)(i).

Students should be monitored by district staff daily following each progressive challenge, physical or cognitive, for any return of signs and symptoms of concussion. Staff members should report any observed return of signs and symptoms to the school nurse, certified athletic trainer, or administration in accordance with district policy. A student should only move to the next level of activity if they remain symptom free at the current level. Return to activity should occur with the introduction of one new activity each 24 hours. If any post-concussion symptoms return, the student should drop back to the previous level of activity, then re-attempt the new activity after another 24 hours have passed. A more gradual progression should be considered based on individual circumstances and a private medical provider's or other specialist's orders and recommendations.

The following is a recommended sample return to physical activity protocol based on the Zurich Progressive Exertion Protocol: <http://sportconcussions.com/html/Zurich%20Statement.pdf>

Phase 1 – low impact, non-strenuous, light aerobic activity such as walking or riding a stationary bike. If tolerated, without return of symptoms over a 24 hour period proceed to;

Phase 2 – higher impact, higher exertion, and moderate aerobic activity such as running or jumping rope. No resistance training. If tolerated without return of symptoms over a 24 hour period proceed to;

Phase 3 – Short specific non-contact activity. Low resistance weight training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;

Phase 4 – Sport specific activity, non-contact drills. Higher resistance weight training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;

Phase 5 – Full contact training drills and intense aerobic activity. If tolerated without return of symptoms over a 24 hour period proceed to;

Phase 6 – Return to full activities without restrictions.

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Student Support Services
Albany, NY 12234
June 2012

ACCIDENTS AND MEDICAL EMERGENCIES

Procedures shall be established and maintained by the Superintendent for the handling of student injuries and medical emergencies that occur on school property and during school activities.

Student Emergency Treatment

All staff members of the School District are responsible to obtain first aid care of students who are injured or become ill while under school supervision. In most instances first aid should be rendered, and then the parent should be contacted to come to school and transport the student to the family physician. Beyond first aid, the medical care of the student is the parent's responsibility. However, the student's welfare is always the primary concern, and it is the responsibility of the school personnel to exercise good judgment and care under all circumstances. The Board of Education encourages all staff members to become qualified to give emergency treatment through instruction in first aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators.

Transporting an Ill or Injured Student

In the event of an illness or injury to a student, an ambulance may be called if warranted. This solution will be used after other alternatives, including parent/person in parental relation contact have been made.

Insurance

The Port Byron Central School District does not provide student accident insurance. Education Law Sections 1604(7-a), 1604(7-b), 1709(8-a) and 1709(8-b)

Adopted 3/14/07

HAZING

HAZING OF STUDENTS

The Board of Education is committed to providing a safe, productive and positive learning environment within its schools. Hazing activities are demeaning, abusive and/or illegal behaviors that harm victims, and are inconsistent with the educational goals of the District by negatively impacting the school environment. Hazing of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Hazing of a student refers to soliciting, encouraging, aiding, or engaging in "hazing" behavior as defined pursuant to District policy, regulation and/or law. The Board of Education shall require the prohibition of hazing – along with the range of possible intervention activities and/or sanctions for such misconduct – to be included in the *District Code of Conduct* for all grade levels. For purposes of this policy, the term "*hazing among students is defined as any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate.*

Hazing behaviors include, but are not limited to, the following general categories:

- A) Humiliation: socially offensive, isolating or uncooperative behaviors.
- B) Substance abuse: abuse of tobacco, alcohol, or illegal drugs.
- C) Dangerous hazing: hurtful aggressive, destructive, and disruptive behavior.

Incorporated within this definition are various forms of physical, emotional and/or sexual abuse which may range in severity from teasing/embarrassing activities to life threatening actions. Even if the hazing victim participated “willingly” in the activity, or there was no “intent” by the hazer to harm or injure another individual, hazing is still hazing and against District policy, the *District Code of Conduct* and may be in violation of New York State Law. However, hazing of students does not need to rise to the level of criminal activity for such conduct to be in violation of District rules and subject to appropriate disciplinary sanctions. Any hazing activity, whether by an individual or a group, shall be presumed a forced activity and in violation of Board policy, regardless of the “willingness” of the student to participate. Any student who believes that he/she is being subject to hazing behavior, as well as students, school employees or third parties who have knowledge of or witness any possible occurrence of hazing, shall report the incident to any staff member or the building principal. Anonymous student complaints of hazing behavior will also be investigated by the District. The staff member/building principal to whom the report is made (or the staff member/building principal who witnesses hazing behavior) shall investigate the complaint/incident and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of hazing. Investigations of allegations of hazing shall follow procedures utilized for complaints of harassment within the School District. Allegations of hazing shall be promptly investigated and will be treated as confidential and private to the extent possible without legal constraints.

Prohibition of Retaliation

The Board of Education prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of hazing. Follow-up inquiries and/or appropriate monitoring of the alleged hazer(s) and victim(s) shall be made to ensure that hazing behavior has not resumed and that all those involved in the investigation of allegations of hazing have not suffered retaliation. Any act of retaliation is subject to appropriate disciplinary action by the District.

Knowingly Makes False Accusations

Students who *knowingly* make false accusations against another individual as to allegations of hazing may also face appropriate disciplinary action.

District Responsibility/Training

Personnel at all levels are responsible for taking corrective action to prevent hazing behavior of which they have been made aware at School District sites; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Further, as may be applicable, personnel are to report such hazing behavior to their immediate supervisor. Staff training shall be provided to raise awareness of the problem of hazing within the

schools and to facilitate staff identification of, and response to, such hazing behavior among students.

Prevention and intervention techniques within the District to help prevent hazing behavior and to support and protect victims shall include building-level and classroom level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to hazer's victims, and their parents to help ensure that the hazing stops.

Rules against hazing shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents. Disciplinary sanctions for violation of this policy shall be outlined in the *District Code of Conduct* and may also be incorporated in staff and student handbooks. In addition, allegations of hazing behavior may result in referral to law enforcement officials as necessary.

New York State Penal law Sections 120.16 and 120.17
Education Law Sections 1709-a, 2503-a, 2554-a and 2801
8 New York Code of Rules and Regulations (NYCRR)
Section 100.2(1) (2)

NOTE: Refer also to Policies #3410 – Code of Conduct on School Property
3420 – Anti-Harassment in the School District
#7551 – Sexual Harassment of Student
#7552 – Bullying: Peer Abuse in the Schools
District Code of Conduct
Adopted: 2/14/07