

**BROWNSBURG MIDDLE SCHOOL
ATHLETIC DEPARTMENT**

2018-2019

STUDENT-ATHLETE HANDBOOK



**2018-2019
Brownsburg Middle School
Student-Athlete Handbook**

East Middle School	West Middle School
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Northwest Suburban Conference

Avon Middle School North
Avon Middle School South
Brownsburg East Middle School
Brownsburg West Middle School
Westfield Middle School
Zionsville Middle School
Zionsville West Middle School

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I. Introduction

- A. The *Student-Athlete Handbook* exists so that student-athletes and their parents may better understand their responsibilities and rights regarding participation in the Brownsburg Middle School athletic program. It shall be understood that the *Student Handbook* of Brownsburg Middle School is applicable to all students, including student-athletes, and shall take precedence over the *Student-Athlete Handbook* should any question arise regarding the interpretation of a rule.
- B. The principals of the Brownsburg Middle Schools are responsible for the conduct of the athletic program, and are therefore designated as its controlling authority.
- C. The athletic director is responsible for organizing and administering the athletic program under the supervision of the principal.

II. Philosophy

The Middle School Athletic Department will build good character in all student athletes through a culture of hard-work, discipline, sacrifice, and teamwork. Student athletes will build good will and positive relationships with the community while practicing sportsmanship on and off the athletic field. All members of the athletic department will practice excellent financial stewardship. Middle school athletes will strive to achieve county and conference championships.

III. Participation

To be eligible to represent the Brownsburg Middle School in interscholastic athletics, a student-athlete must meet the following requirements:

- A. The student must be a full-time student at the Brownsburg Middle School.
- B. The student must have had a physical examination by a physician holding an unlimited license to practice medicine prior to the first practice. The physical examination must be **on or after April 1** for the following school year, and must be submitted electronically to be on file.
- C. The student athlete must complete electronic forms.
- D. The parent/guardian must complete electronic forms.
- E. The student must agree to participate in the random student drug testing program.
- F. Program Support Fee
- G. **A \$50.00 fee per athlete per season must be paid by the end of the second week of the official season.** Those student-athletes who have not submitted the fee by the deadline for his/her specific sport will not be allowed to participate until the fee is paid. It is important to note that once paid, this fee is not refundable. Checks should be made payable to the middle school where the student-athlete attends for the full amount of \$50.00. There is also the option of paying the fee on-line. Parents/guardians who are unable to pay this fee should contact the Athletic Director to request a waiver. Upon payment student ID will be activated to attend all home, non-tournament, games.
- H. The student may not turn fifteen (15) years of age on or prior to the scheduled date of the last contest in a sport that competes as a "7th grade team", nor may he or she turn sixteen (16) years of age on or prior to the scheduled date of the last contest in any other sport.
- I. The student must be an amateur in the sport in which they wish to participate (have not participated under an assumed name; have not accepted money or merchandise directly or indirectly for athletic participation; have not accepted awards, gifts, or honors from colleges or their alumni; have not signed a professional contract.).
- J. The student must have completed ten (10) separate days of organized practice in a sport under the direct supervision of the coaching staff before participation in interschool contests. A student who is participating in sports that have overlapping schedules must complete five (5) separate days of organized practice before participating in a contest.
- K. The student, if absent from school or physically unable to practice for five (5) or more consecutive days due to illness or injury, must present to the principal written verification from a physician licensed to practice medicine that he or she may participate again. Additionally, a student who has missed (5) consecutive days of athletic activity due to illness or injury must complete four (4) separate days of practice before being permitted to

participate in a contest. A student who has missed more than ten (10) consecutive days of practice must complete six (6) separate days of practice before being permitted to participate in a contest.

IV. Policies

- A. Attendance: Student-athletes must arrive no later than 11:05 a.m. to school in order to practice or participate in contests on that day. A student-athlete who is excused during the school day for an appointment may practice or participate in contests as long as they have attended school for at least part of the day. The coach of a sport may require that student-athletes practice or participate in contests on a weekend or vacation day (although never on a Sunday). Student-athletes who choose to be on a team are expected to make a commitment to their sport, coach, and teammates, and attend all practices and contests.
1. Excused absences: a student-athlete who misses an athletic practice or contest due to a reason that allows for an excused absence from school, or to participate in another school function at the same time as an athletic activity, shall be excused. The student-athlete shall inform the coach of the reason for his or her absence.
 2. Unexcused absences: a student-athlete who misses an athletic practice or contest for any other reason shall be unexcused.
- B. Supplemental Team Rules: Each grade level head coach may need to establish additional rules that are needed in order to make his/her sport function more smoothly. These rules are not to supersede the Student Handbook or Student Athlete Handbook, but are supplemental in nature.
- C. Conduct: A student-athlete at Brownsburg Middle School is a representative of the student body, the school, and the community. Every student-athlete's conduct is under constant scrutiny and evaluation not only during his or her athletic season, but also at all other times, including school vacation periods. Therefore, a student-athlete's appearance and conduct must be beyond reproach at all times. Participation in athletics at Brownsburg Middle School is a privilege, not a right; and student-athletes are expected to set good examples as a student, as a citizen, and as an athlete.

A student-athlete shall display exemplary attitude, behavior, and citizenship **at all times**. Insubordination, use of critical or profane language or gestures, fighting, lack of full cooperation, lack of maximum effort, harassment, intimidation, possession of obscene materials, and other examples of misconduct are strictly prohibited.

Student-athletes are not only required to avoid misconduct, but are further required to avoid any behavior that supports or encourages the misconduct of others. If a student-athlete is not violating school rules, but is present while other students are, he or she can still be implicated in the violations of others. If someone is violating school rules, a student-athlete should walk away, report the violation, and take whatever other steps are necessary to show that he or she is not part of the problem.

ANY OFFENSE: Participation on an athletic team at Brownsburg Middle School is allowed at the discretion of the coach of that team, subject to review by the principal, in accordance with Indiana law. The coach, in consultation with the athletic director, dean of students, and principal, may implement penalties up to and including dismissal from the team for behavioral misconduct. A student-athlete who is arrested or detained as a juvenile will be suspended from participation immediately pending investigation of the incident.

- D. Dual Participation
1. Participation on two school athletic teams during the same contest season is generally not allowed.
 2. Participation on a school athletic team and another school extracurricular or co-curricular activity at the same time is generally allowed. Student-athletes must inform the head coach of any potential conflicts that exist. Student-athletes must be aware that coaches need to make decisions in the best interests of the team, and excused absences to participate in another school activity could result in loss of playing time or a diminished role on the athletic team.
 3. Participation on a school athletic team and a non-school activity at the same time is generally allowed. **A student-athlete may not miss any activity related to the school athletic team to participate in a non-school activity.**
- E. Lost Equipment: Student-athletes must return all equipment issued to him or her. If the equipment is lost, stolen, or damaged due to unapproved use, the athlete must pay the school the amount required to replace the missing item.

- F. Quitting: A student-athlete must remain on the team that he or she is participating in until the entire schedule has been completed. A student-athlete who quits a team or is removed from a team before the completion of the season will not receive any awards, nor be permitted to play on a different team until the completion of the first team's season and will not be reimbursed the participation fee.
- G. School Closing: All practices and contests will be canceled in the event of a school closing.
- H. School Rules: All school rules are in effect at all times during extracurricular activities.
- I. Student-Athlete Status: A student earns status as a "student-athlete" at the commencement of the student's first participation in a sport. A student is no longer classified as a "student-athlete" if they do not participate in a sport for twelve consecutive months.
- J. Sportsmanship: Good sportsmanship is a commitment to fair play, ethical behavior, and integrity. In perception and in practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. Sportsmanship is an EXPECTATION for those who participate in any Brownsburg Middle School athletic program. Teammates, coaches, fans, contest officials, and opponents are to be treated with the highest level of respect. Any student-athlete or coach who is disqualified from a contest because of an unsportsmanlike act shall be suspended for the next contest in the same sport.
- K. Suspension/Detention:
1. Out-of-school/In-school suspension: A student-athlete who receives an out-of-school or in-school suspension shall not practice or participate in athletic contests beginning immediately upon being suspended by the school administration. The suspension period is complete at midnight of the last day that the suspension is in effect.
 2. Detention: A student-athlete who receives an after school detention shall not practice or participate in athletic contests during the actual detention time. A student-athlete who misses a team bus due to detention shall not participate that night.
- L. Travel: Athletes are required to attend and return from any contests via means of transportation provided by the school. Exceptions will be given only when a parent/guardian completes the "Contest Travel Release" form and submits the form to the athlete's coach, allowing the parent to transport the athlete to/from the athletic event.
- M. Cell Phone and Cameras: Cell phones and cameras may **not** be used inside a locker room for any purpose. This means no texting, no calling and obviously no pictures. The use of cell phones, regardless if it has a built-in camera or not, is not permitted in the locker room at any time. NO EXCEPTIONS TO THE RULE. This rule applies to all players, managers and coaches (coaches may use a cell phone in their office, not the locker room).
- A violation of this rule will result in immediate penalty, which could include dismissal from the team. If a photograph is taken, the matter may be turned over to legal authorities for possible prosecution.
- Should an athlete receive a call or text while (s)he is in the locker room, (s)he should take the phone (still in backpack, book bag, gym bag, etc.) out to the hall or outside the building before use. CAMERAS AND PHONES MAY NOT BE IN USE OR OUT IN VIEW IN THE LOCKER ROOM FOR ANY REASON.
- N. Social Networking Sites: Student-athletes are responsible for information contained in written or electronic transmissions (e.g. e-mail) and any information posted on a public domain (e.g. internet, chat room, blogs, any form of social media). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks. However, student-athletes should be reminded that they serve as representatives of their team, the athletic program and the Brownsburg Community School Corporation.
- Texting, tweeting and uses of other social networks to disparage or criticize the team, other students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of a Brownsburg student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the Honor Code or other policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines.

V. High School Open Facility Workouts

- A. Any Brownsburg Middle School eighth grade student may attend open workouts after the eighth grade season of the sport holding the workout has been concluded. Furthermore, any eighth graders in attendance must conclude his/her workout no later than 8:00 p.m. on school nights.

VI. Athletic Honor Code for Substance Use

- A. Student-athletes at Brownsburg Middle School must participate in the random drug screening program on a year-round basis, not just during his or her contest season.
- B. Student-athletes are in violation of the Athletic Honor Code for possession and/or use of anything which is, or the student-athlete believes is, or is represented as any of the following substances: alcohol products, tobacco products, illegal drugs, drugs which are not prescribed to the student-athlete, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, stimulants, legend drugs, depressants, inhalants, steroids, mood-altering chemicals, intoxicants, or drug look-a-likes.
- C. If a student-athlete is at a location where a substance is being used illegally by others he or she should leave immediately. Failure to do so is a violation of the Athletic Honor Code.

FIRST OFFENSE: The student-athlete is not eligible to participate in any athletic activity in the Brownsburg Community School Corporation until the student-athlete and his or her parents have met with the Student Assistance Program staff member and completed all requirements of the rehabilitative plan. This includes following all recommendations of a substance abuse evaluation by a community agency and a negative follow up test for all substances. The evaluation and initiation of the recommendations must be completed within thirty days of the meeting with the Student Assistance Staff member. The student-athlete will also be subjected to a suspension of 10% (rounded up) of the maximum number of contests the athlete could participate in during the current or upcoming athletic season at the middle school level.

SECOND OFFENSE: The student-athlete is no longer eligible to participate in any athletic activity at the middle school level in the Brownsburg Community School Corporation. To regain eligibility to participate at the high school level, the student-athlete and his or her parents must meet with the Student Assistant Program staff member to discuss the rehabilitative plan requirements and successfully complete them. In addition to completing a substance abuse evaluation, the student-athlete must successfully complete a drug education or outpatient program.

Violations of the honor code at the middle school level do not carry forward to the high school, provided the student-athlete has completed all requirements of the rehabilitative plan and has been reinstated.

VII. Health and Safety

- A. There is an inherent risk of injury that comes from participating in any sport. The Brownsburg Community School Corporation contracts with Indiana Hendricks Regional Health to provide certified athletic trainer coverage in the corporation. Each middle school has a full time certified athletic trainer on staff. There will be a certified athletic trainer at most major home athletic events at the middle school level. An athletic trainer is a health professional who specializes in the prevention, evaluation, treatment, and rehabilitation of athletic injuries and related conditions.
- B. Any student-athlete who is injured should immediately report the injury to his or her coach and to the athletic trainer, even if medical attention is not sought. In the event that the athletic trainer is not immediately available, apply ice to the injury. Never apply heat to a new injury.
- C. Brownsburg Community School Corporation expects each student-athlete to have accident coverage before participating in athletics.
- D. Brownsburg Community School Corporation will not pay any injury-related expenses sustained by athletic participants.
- E. All Brownsburg Community School Corporation students may enroll in the "School Accident Protection For Your Children" insurance plan used by the school corporation. School insurance is made available at the beginning of school to all students.
- F. Concussions: In compliance with Indiana State Law IC-20-34-7, the Brownsburg Community School Corporation will require all student-athletes and their parents/guardians to comply with the following guidelines:

1. All student-athletes will be provided and required to read the handout "Heads Up Concussion: A Fact Sheet for Athletes".
 2. All parents/guardians will be provided and required to read the handout "Heads Up Concussion: A Fact Sheet for Parents".
 3. All student-athletes and their parents/guardians must sign the online "Concussion Acknowledgement and Signature Form for Parents and Student-Athletes".
 4. The acknowledgement form must be on file in the Athletic Office before the student-athlete is allowed to perform in any open gym, try-out, practice or competition. The form is valid for the current school year in which it is signed and dated.
 5. Any student-athlete suspected of having a concussion will be removed from all physical activity and will not be allowed to return to any physical activity until evaluated by a licensed physician (MD or DO) trained in concussion management.
- G. Concussions and Return to Play: Any student-athlete returning from a concussion will be expected to provide to the athletic trainer, coach and/or athletic director a written release from a licensed physician (MD or DO) who has been trained in concussion management. The preferred form of written release is the "Physician's Concussion Evaluation and Release to Play" form available on-line on the school's athletic website or from school personnel. However, another official document from the evaluating physician will be accepted.

The school's athletic trainer and/or the team physician will make the final decision on athletes returning to play following any injury. Based on their clinical knowledge and experience, they may overrule a written release from the athlete's personal physician.

- H. Concussion and Sudden Cardiac Arrest - In compliance with Indiana State Law Brownsburg Community School Corporation will ask all students and parents/guardians to follow the following guidelines
- All student-athletes will be provided and expected/encouraged to read 'Heads up Concussion and Sudden Cardiac Arrest: A Fact Sheet for Athletes.'
 - All parents/guardians will be provided and expected/encouraged to read 'Heads up Concussion and Sudden Cardiac Arrest: A Fact Sheet for Parents.'
 - All student-athletes and their parents/guardians must sign an acknowledgement of receiving and reading the documents mentioned above.
 - The acknowledgment must be on file with the athletic office before the student athlete is able to perform in any open gym, try-out, practice, or competition. The form is valid for the current school year which it is signed and dated.
- I. In any incident where an EpiPen is used for treatment on a student, staff member, or visitor, Brownsburg Community School Corporation staff will call 911 and submit the Indiana Department of Education Report of Epinephrine Administration.
- J. Emergency stock albuterol will be administered in the event of acute respiratory distress of an individual in the school setting by a certified athletic trainer employed by the school corporation.

VIII. Academic Eligibility

- A. A student-athlete who receives a failing grade on a report card shall become academically ineligible to participate in athletics. Ineligibility status takes effect at the end of the school day on the day that report cards are distributed.
- B. A student who returns to Brownsburg Middle School after receiving a failing grade during the final quarter of the previous school year shall be academically ineligible.
- C. A student who is new to Brownsburg Middle School at the beginning of a school year shall be academically eligible.
- D. A student who transfers to Brownsburg Middle School during the school year must have been academically eligible at his or her previous school at the time of the transfer in order to be academically eligible at Brownsburg Middle School.
- E. A student-athlete who is academically ineligible may practice with his or her team, but may not participate in contests, sit with the team during contests, travel to a contest on the team bus, or wear a team uniform.
- F. A student-athlete who is academically ineligible may regain eligibility by passing all of his or her classes at the next midterm after receiving a failing grade. The midterm grade is official at the end of the school day on the date that midterm grades are issued. If the student-athlete is failing ANY class at this time, he or she will remain ineligible until the next report card.
- G. If it is impossible for a student-athlete to regain eligibility before the end of the contest season in his or her sport, the coach reserves the right to dismiss the student-athlete from the team.

IX. Awards

- A. A student-athlete who finishes a season in good standing academically shall receive a certificate of participation from the athletic department.
- B. The head coach of each team will designate a minimum of three honorary awards for his or her team.
- C. Any student-athlete who has a cumulative grade point average of 3.7 or higher for the first three grading periods of the school year shall be recognized as a scholar-athlete.

X. Parent/Athlete/Coach Communication

- A. Communication that coaches expect from student-athletes:
 - 1. That student-athletes express concerns immediately and directly to the coach.
 - 2. Notification of any schedule conflicts well in advance.
 - 3. Specific concerns in regard to a coach's philosophy or expectations.

As student-athletes become involved in the school's athletic programs, they will hopefully experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way student-athletes or their parents wish. These experiences, when well handled by all, can be excellent "life lessons." Discussions between the coach and the student-athlete to reduce frustration are encouraged.

- B. Communication that parents should expect from the coach:
 - 1. Expectations that the coach has for the student-athlete.
 - 2. Locations and times of all practices, contests, and meetings.
 - 3. Team requirements (fees, forms, special equipment, practice packs, etc.).
 - 4. Procedure in case of an injury.
 - 5. Any discipline measures that are necessary.
- C. Appropriate concerns for parents to discuss with coaches:
 - 1. Concerns regarding the student-athlete's mental and physical status.
 - 2. Ways to help the student-athlete improve.
 - 3. Concerns about the student-athlete's behavior.

It is often difficult for parents to accept when their student-athlete is not playing as much as they may hope, or at the level they believe the student-athlete is capable. However, these decisions must be made by the coach without undue influence from the parents. Coaches are professionals and make decisions based on what they believe to be best for all student-athletes involved. Those decisions have a measure of subjectivity that parents may not agree with, yet must accept. Parents must allow their student-athletes to enjoy the experience of athletic participation, without pressure or negative remarks about their performance. Comments to student-athletes that question the competence of the coaching staff or contest officials will only harm the student-athlete's opportunity to grow and learn from this experience.

- D. Issues not appropriate for parents to discuss with coaches:
 - 1. Team strategy.
 - 2. Playing time.
 - 3. Other student-athletes.
- E. If a parent has a concern to discuss with a coach:

1. Call to set up an appointment with the coach.
2. Please do not attempt to confront a coach before or after a contest or a practice. These can be emotional times for both the parent and the coach. **Meetings of this nature do not promote resolution.**

F. What a parent can do if a meeting with the coach does not resolve the concern:

1. Call to set up an appointment with the athletic director to discuss the situation.
2. The athletic director will not discuss playing time, team selection, or what team level a student-athlete is playing on. These topics are the responsibility of the coach and will not be overruled by the athletic director or other school administrator. The athletic director will be happy to discuss the mission and purpose of the athletic department and offer suggestions on ways to best communicate a parent's concerns with the coach.
3. The athletic director will only discuss issues regarding the parent's student-athlete and will not discuss or compare other student-athletes.

Participation in school athletics should be an enjoyable learning experience for the student-athlete. The behavior and attitude of the parents is critical in this process. Years from now, parents will care deeply about their grown child's health and happiness, but very little about how many points they scored in a middle school game, meet, or match. Please help us to teach the important lessons that come from participating in athletics. These experiences can make a positive impact on your child's ability to handle the tremendous challenges of life.

Great teams have players, coaches, and parents pulling together toward a common goal. Thank you for trusting us to do our part!