

# **BORDENTOWN REGIONAL SCHOOL DISTRICT**

## **PARENT STUDENT/ATHLETE HANDBOOK**



The Home of the Scotties



Burlington County Scholastic League



New Jersey State Interscholastic Athletic Association

### **Bordentown Regional School District**

Superintendent

Dr. Trudy Atkins

### **Bordentown Regional High School**

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Assistant Principal

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Assistant Principal

Mrs. Teresa Hough

Assistant Principal/Athletics

Ms. Jennifer Cicale

Athletic Administrative Assistant

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# ***BRHS and BRMS Head Coach***

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## ***Introduction***

This Parent Handbook was created to provide you with basic information that is important to you as your son/daughter participates in the interscholastic athletic program. The intent of the handbook is to make your son's/daughter's participation as trouble free and rewarding as possible.

We at Bordentown Regional School District welcome you to review this handbook and become part of the Bordentown Athletic Community. We strive to provide a positive athletic atmosphere through communication and the collaborative efforts of the athletes, parents, coaches, Assistant Principal and BRSD Administration.

We hope your involvement in our athletic program will bring you great pleasure and fond memories for your son/daughter.

## ***Interscholastic Athletics***

Interscholastic athletic programs provide opportunities for students with athletic talents to develop and utilize these talents fully in organized competition with students of similar ability from other schools. Rather than limiting inter-school athletics to competition between varsity teams, competition between several levels of teams should be encouraged and fostered to provide opportunities for increased numbers of students to participate and develop skills for a higher level of competition.

Because the extreme interest of the spectators and players in the outcome of contests often creates slightly emotional situations, interscholastic athletics rank among the most effective means in the total educational program through which positive lifelong values may accrue. However, the characteristics that cause well-organized and well-conducted programs of interscholastic athletics to be unusually potent tools for accomplishing positive educational objectives also cause these very same programs to be equally potent in bringing about undesirable outcomes.

Athletic programs should not exploit students to entertain the public, advertise the school, earn money for the school, enhance the professional reputation of the coach, utilize as a vehicle to aggrandize certain individual student-athletes, and/or be considered as a major method for obtaining financial assistance for individual student-athletes from institutions of higher learning.

To utilize the full potential of interscholastic athletics for positive educational experiences, the athletic program should be organized and conducted in accordance with these basic principles.

### **The interscholastic athletic programs should:**

1. Be regarded as integral parts of the total educational program and should be conducted in keeping with the worthiness of the whole educational program.



284634880. Supplement rather than serve as substitutes for basic physical education, recreation, and intramural programs.
284636480. Be subject to the same administrative control as the total education program.
282105392. Be so conducted that the physical welfare and safety of the participants are protected.
282105712. Be conducted in accordance with the letter and the spirit of the rules and regulations of appropriate conference, state, and national athletic associations to which the school district belongs.

## ***Goals***

The Bordentown Regional School District Board of Education is interested in expressing the goals they wish to achieve through the participation of administrators, faculty members, parents, athletes, the student body, and the community at large in the district's interscholastic athletic programs.

The Bordentown Regional School District Board of Education believes the interscholastic athletic program should be as extensive as the facilities, staff and finances can adequately support. The program must be well organized and administered by professionally certified personnel. The programs goals and objectives should be consistent with and comparable to those of the school district.

The interscholastic athletic program should be an integral part of the total educational program and all students should have an equal opportunity to become involved. No student should be deprived of the right to participate because of financial deprivation, nationality, race, religious belief, or sex. It is further believed that:

1. Athletes should be required to maintain the same academic standards as other students.
283660208. Participants must learn to abide by the rules, regulations and decisions of officials, just as they must understand the head coach has the responsibility to determine an athlete's ability and talent; that shall make the team, as well as the coaching techniques and system of play that will be employed.
283662368. There must be mutual respect for all who are involved in the competition- teammates, opponents, coaches, and officials.
283660688. Participation helps develop character, social competence, cooperation and moral and ethical values that are an everyday part of our society.
283661568. Participation leads to a better understanding of our democratic ideals, social and economic well-being, and the spirit of fair play.
283659488. Participation teaches a student that discipline and self-sacrifice are necessary ingredients of team work.
283657648. Through participation, the individual will develop a healthy body, a sound mind, and a better understanding of individual differences.



## ***Sponsored Sports***

Bordentown Regional School district sponsors varsity, junior varsity, and freshman interscholastic teams. We also sponsor teams at the middle school level.

		<b>Boys</b>			<b>Girls</b>			
	Varsity	JV	Frosh	BRMS	Varsity	JV	Frosh	BRMS
Baseball	x	x	x	x				
Basketball	x	x	x	x	x	x	x	x
Bowling	x	x			x	x		
Cheerleading	x			x	x			x
Cross Country	x	x			x	x		
Field Hockey					x	x		x
Football	x	x						
Golf (coed)	x	x			x	x		
Soccer	x	x		x	x	x		x
Softball					x	x		x
Spring Track	x	x			x	x		
Winter Track	x	x			x	x		
Wrestling	x	x		x	x	x		x

### ***League Membership***

Bordentown Regional High School is a member of the Burlington County Scholastic League. In addition, BRHS is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) and competes in Group I or II playoff tournaments.

### **Athletic Schedules:**

<http://www.bordentown.k12.nj.us>

<http://www.burlingtoncountyscholasticleague.org>



## ***Eligibility***

At the beginning of your high school career you are free to choose any secondary school you may legally attend; thereafter, you are subject to all the eligibility rules of the N.J.S.I.A.A. We are part of the association and must abide by their constitution and By-laws.

***ELIGIBLE*** if you have not reached the age of 19 before September 1 of the current school year. For freshman teams, you may not reach the age of 16 before September 1 of the current school year.

***ELIGIBLE*** to represent the high school eight consecutive semesters following your entrance into the ninth grade.

***ELIGIBLE*** if you transfer because of a change of residence by parents or as approved by the Executive Committee.

- ***ELIGIBLE*** after thirty days (**Note:** See Athletic Director for specific details) if transferring from one school to another when parents have not moved from one public school district to another, and only after “*Transfer Waiver Form*” has been completed and approved by the Executive Director.
- ***ELIGIBLE*** to represent your present school if your parents move to another school district maintaining a secondary school of equal grade or higher provided you remain properly enrolled, any subsequent transfer will be subject to the transfer provisions.

***NOT ELIGIBLE*** after the completion of eight semesters following your entrance into the ninth grade, regardless of the fact that a sports season may not be completed.

- ***NOT ELIGIBLE*** after the class in which you originally enrolled graduates, regardless of transfers during the three or four year period.

***NOT ELIGIBLE*** for thirty days from entrance into the present school (See Athletic Director for specific details.) If transferring from one school to another when parents have not moved from one public school district to another, regardless of reason. Eligibility must then be approved by processing the “*Transfer Waiver Form*.”

***NOT ELIGIBLE*** for 9<sup>th</sup> grade or high school competition if you are in grades, 6, 7, or 8.

***NOT ELIGIBLE*** except as defined by the N.J.S.I.A.A., if you have accepted any cash or merchandise prizes (this may especially occur in bowling or golf).





### ***CREDIT ELIGIBILITY***

All incoming freshmen are eligible automatically for the first marking period. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (27.5) **[30 beginning with the Class of 2014]** required by the State of New Jersey for graduation (110) **[120 beginning with the Class of 2014]**, during the immediately preceding academic year. To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12 1/2% of the credits (13.75) **[15 beginning with the Class of 2014]** required by New Jersey for graduation (110) **[120 beginning with the Class of 2014]** at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits earned during the immediately preceding semester.

### ***BOARD OF EDUCATION ACADEMIC REQUIREMENTS FOR ELIGIBILITY( BOE Policy # 6134):***

Eligibility will also be based upon grade averages at the end of the first marking period, semester break, third marking period, and final grades. These requirements are school based and ultimately supersede any NJSIAA requirement. A student can become eligible or ineligible at any time except when participating in interscholastic sports during which the student must meet both the local and State requirements.

1. A student with two (2) or more failures automatically becomes ineligible for participation. Participation ends with the issuance of report cards.

284635200. If a student has one (1) failure, she/he is placed on academic probation. In order to continue into any other activity, the following criteria must be met:

a. The coach or activity advisor, parent, student, and counselor must agree and execute a contract which attests to the support and commitment of all parties to bring up the grades. All parties have the responsibility to monitor progress and provide adequate time for school work completion.

b. The student on academic probation will remain eligible as long as neither the next progress report nor the next report card reflects two (2) or more failures. If two or more failures are present, participation ends with issuance of the report.



## ***Substance Abuse Policy as Applied to Athletes***

### **Philosophy Statement**

The Board of Education recognizes that students troubled by problems of substance use and abuse cannot reach their potential educationally, emotionally, physically, and socially. Addictive diseases trouble students and their families, but also negatively affect other students, teachers, administrators, counselors, and other support staff in the school system. It is the goal of our school district to create a caring atmosphere for each student within the system. It is recognized that this caring environment is an integral part in preventing an individual from becoming involved with potentially harmful substances. This prevention is instituted by nurturing successful interpersonal relationships and promoting skills in decision-making and problem-solving while providing for the student's academic growth and athletic endeavors.

### **Policy Statement (BOE Policy # 5131.62)**

The Board of Education recognizes that in spite of such efforts, students may become involved with potentially harmful substances. This involvement would create pain for themselves and others. At this juncture, the school must continue to operate as a caring rather than a punitive community. The harmfully involved individual will be assisted in seeking supportive rehabilitative services, without fear of penalty, through a district-wide Student Assistance Program. If treatment outside the school setting becomes necessary, the Substance Awareness Coordinator will effect a successful continuation in, or re-try to the school setting. This policy recognizes the responsibility of the school in responding to students' problems. The school also recognizes its role and responsibility to endeavor to prevent problems and promote health as part of a comprehensive program. NJSIAA also can randomly drug test a team or athletes during the NJSIAA State Tournament.

A. The parents/guardians of all students will sign a consent form for Bordentown Regional School District and NJSIAA prior to the start of the sports season. This consent form gives permission for the drug/alcohol testing to be done and is a prerequisite for athletic participation. From the athletic physical through the sports season, random urine tests will be administered to the athletes.

B. The athletes selected in the random choice will give a urine sample that will be screened and, if positive, sealed and sent to a laboratory for testing for the following substances: cocaine, heroin, methamphetamines, cannabinoids, opiates, barbiturates, and PCP. The students may also be screened for alcohol. NJSIAA will screen for performance enhancing drugs as well as the drugs listed above.

*Bordentown Regional High School Athletics*

*Jennifer Cicale, Assistant Principal of Athletics*



C. For the first violation the student athlete shall lose eligibility for 20 school days for all interscholastic and extracurricular activities. The student athlete will also receive an out of school suspension for 5 school days. The athlete will also be required to meet with the Substance Awareness Coordinator (SAC) and be eligible for follow-up testing. If an athlete tests positive for the second time within an academic year, he/she will be ineligible for participation in athletics for the remainder of the school year or until the successful completion of a treatment program and a negative drug test.

D. If a student refuses to supply a sample, his/her parents will be notified and the student will be deemed ineligible for participation in the athletic program. If a student refuses to supply a sample to the NJSIAA, the students AND the team will be deemed ineligible and will thus forfeit the entire season and titles that they have won during the season. The Board of Education reserves the right to declare any student permanently ineligible upon several violations over a multiple-year period and or with the recommendation of the administration.

### **Transportation and Supervision**

The instructions listed below are an approved procedure which was necessitated to provide some flexibility to our supervisory procedure yet maintain the security necessary for your protection and well-being.

1. Students leaving the school on a bus to an activity must return to the school on the same bus. Exceptions to this policy may be made only if the procedures listed below are followed:

a. The Parent - Parents must make advance request in writing for the release of their children to themselves or another ADULT. The form below must be completed and given to the coach or main office the morning of the event. There will be no exceptions.



### Travel Release

This is to certify that \_\_\_\_\_ has my permission to ride  
(Student's Name)

FROM the \_\_\_\_\_ contest on \_\_\_\_\_ 20\_\_\_\_  
(Sport) (Date)

at \_\_\_\_\_  
(Location of Contest)

I certify that I am personally transporting the above-named student, or have arranged for transportation with an adult (non-student) of my choosing for this student.

The reason for not riding the bus is

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I understand that the Bordentown Regional School District Athletic Rules require that students ride the buses to and from all athletic events and a departure from this requirement will release the Bordentown Regional School District from all liability for any adverse results that may occur.

I agree to release the Bordentown Regional School District and its employees and officers from all liability with reference to the above stated transportation.

I also understand that the coaching staff can require the student athlete to ride the bus back to school even if this form is given approval from the Assistant Principal. Coaches may need this time on the bus to communicate with the team and we do not want to take that opportunity from them.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Approved – Not Approved**

\_\_\_\_\_  
Signature of Assistant Principal

\_\_\_\_\_  
Date

**\*All forms must be turned in to the main office 24 hours prior to requested approval.**

*Bordentown Regional High School Athletics*

*Jennifer Cicale, Assistant Principal of Athletics*



## ***Accident Reporting/Insurance Coverage***

BRSD constantly works with its coaches to upgrade their ability to prevent athletic injuries through proper training and playing techniques. We have provided in-service training on athletic injuries to our coaches and also encourage them to attend clinics and symposia on the prevention and care of athletic injuries. All coaches are certified by the American Red Cross in CPR, AED, and First Aid. We also have a certified athletic trainer who works closely with the school physician. The trainer works with each sport to provide proper training regimens and rehabilitative assistance as prescribed by the physician. The trainer is skilled in advanced first aid and has the final say as to whether a student-athlete may continue participation in a particular game. Unfortunately injuries do occur. The following steps should be followed in order to ensure proper communication and safety for all parties involved:

- The athlete should notify the coach and athletic trainer of any injury that occurs in practice or athletic contests.
- Athletic trainer will recommend treatment/care of the injury. The athletic trainer may recommend that a physician may be seen. If so, the athletic trainer will contact the parents/guardians of the athlete and discuss the injury with them. Appropriate steps of care will be followed in regards to transportation of the athlete.
- Whenever an injured player is to be transported to a hospital, a coach will accompany the player; if this is not possible, a responsible adult may accompany the student (the parents of the injured student may accompany the injured athlete in place of the coach or other responsible school personnel).
- An accident report will be filed by the trainer to be kept on file. The trainer will keep all appropriate records on the injury. Copies of any physician's or hospital's forms should be submitted to the athletic trainer and the school nurse..
- If an injury or extended illness has occurred, the trainer (in conjunction with the school nurse) will have to clear the athlete in order for them to be allowed to participate in athletic practices or contests. In order to expedite this process, parents should provide proper physician clearance documents to the athletic trainer following an injury/illness. Documents from an emergency room visit or physician's office visit are required for clearance to participate in athletics.
- The athletic trainer will assist with any therapy and post-injury care that is needed following an injury/illness. Parents/Guardians can speak with the physician so that the physician may write directions for exactly what involvement the athletic should have in follow-up therapy or care.



- Parents/guardians will contact the Athletic Director for a copy of the accident report if needed for insurance. The accident report and school insurance form completed by the school will be given to the parents by the Assistant Principal, Athletic Trainer, or Nurse. Once completed the parents will return the form to the Assistant Principal who will turn it into the business office for submittal to the school's insurance company.

### **Remember:**

The school trainer must be notified whenever a case is referred to a physician or hospital in that they handle all applications for insurance benefits. **School is secondary or tertiary insurance coverage, not a primary form of insurance.**

## ***Disqualification of an Athlete***

In the event that your son/daughter is disqualified from an athletic contest, he or she will be suspended from play for two games (one for football). He/she will not even be permitted to be in attendance for any games (home or away) during this suspension. The determination to disqualify by an official cannot be appealed in accordance with N.J.S.I.A.A. regulations.

The penalty for subsequent disqualifications becomes more severe including but not limited to disqualification for the entire season, disqualification from participation in the NJSIAA State Tournaments, removal from the team, and/or disqualification for the next eligibility year.

## ***Awards***

- Awards shall be as follows:
  - Freshmen Athletics \_\_\_\_\_ Numerals
  - J.V. Athletics- \_\_\_\_\_ J.V. letter accompanied by certificate
  - Varsity Athletics \_\_\_\_\_ Varsity letter accompanied by varsity Certificate designating sport
- A student shall receive only one award in the form of an emblem or letter. Upon earning additional awards, he shall receive another appropriate certificate and metal inserts designating each athletic accomplishment.
- A student may receive only one award per season. Example: a boy could not receive a varsity and J.V. award in football for the same season.
- Wearing of awards - Only the award winner may wear the award.
- Athlete must finish season in good standing to receive an award.
- Award requirement:
  - **Cross Country** - a runner must participate in two thirds of the meets.
  - **Football** - A player must play in one-half of the quarters of the total number of games played in the season.



- **Hockey** - A player must play in one-half of the halves of the total number of games played in the season.
- **Soccer** - A player must play in one-half of the halves of the total number of games played in the season.
- **Basketball** - A player must play in one-half of the quarters of the total number of games played in the season.
- **Baseball** - A player must participate in one-half of the innings of the total number of games played in the season.
- **Wrestling** - Must wrestle in at least one-half of the scheduled varsity matches.
- **Golf** - A player must participate in one-half of the matches.
- **Softball** - A player must participate in one-half of the innings of the total games played in a season.
- **Track** - Player must earn 10 points in a season.
- **Cheerleaders** - Recommendation of the advisor.
- **Bowling** - A player must participate in one-half of the season varsity matches to win a varsity letter.

7. **Special Considerations:**

- a. Seniors who have not met award requirements, but who have participated for three seasons in a given sport may receive a varsity letter.
- b. The head coach may recommend awards in special cases to participants who have not met the requirements. This may be done with the approval of the Athletic Director.
- c. Certificate of participation will be awarded to all persons who complete the sports season but have not met award requirements.
- d. Managers and Statisticians Awards shall be as follows:
  1. Freshmen team - Certificate & Numerals
  2. 1 year service in sport - J.V. Award & Certificate
  284635120. 2 year service in sport - Varsity Award
8. Award Presentation Procedures are to be established by coaches, administrators, and Director of Athletics.
9. Athletic awards are given by Board of Education at the conclusion of each season.



## ***General Considerations***

There are several miscellaneous items which are placed under general considerations for your information. These are important considerations for your compliance.

Since there will be overlapping of sports seasons for some student-athletes who will participate in more than one activity, the athlete will be allowed to finish the season started before beginning the second sport.

- a. It should be clearly understood by students involved that their chances of success in the second sport will not be hurt by discipline action of any sort.
- b. Students out for one sport will not be able to quit that sport to start practice in another. The student must finish the first sport or wait until that sport ends its season to begin practice in another.

***Security*** - Students must assume responsibility for the care of equipment, equipment rooms, personal property, and the building. Students will not be permitted to participate in a sport if he/she has an outstanding obligation from another sport. In addition, students are held legally and financially responsible for damage to uniforms, equipment, personal property, and/or school property. Please secure all of personal and school issued athletic belongings in a locker in the locker room. All articles should be secured at all times during practices and home and away contests.

***Physical Education Excuses*** - Athletes are not excused from physical education classes. Athletes will dress for class on days of contests and practice.

- a. No athlete with a medical excuse from physical education will be permitted to participate in athletics.
- b. Any athlete that does not participate in physical education class will not be able to participate in athletics that day. This will count for both competitions and practices.

**Tardies /Absences** - **Students are responsible to be in school and to arrive to school on time. Students must comply with all attendance and lateness policies.**

- Students may not participate in athletic contests on any given day if they arrive at BRHS after **9:45 AM** (unless prior administrative approval was given for a student to arrive late to school).
- Students may not attend or participate in practices or athletic contests if they are absent from school on that day.
- Students who are habitually late or absent from school may be suspended or removed from an athletic team.





- Students who have appointments during the school day are asked to sign-out and then sign-back in to school in the attendance office.

Suspensions – Students are responsible to attend all classes and fulfill all aspects of their school schedule.

- Students who are assigned out-of-school suspension are not allowed to attend or participate in athletic practices or contests.
- Students who are assigned single day in-school suspension may attend and participate in practices and athletic contests. They may not participate in athletics at BRMS in this situation.
- Students who are assigned multiple day in-school suspensions may not attend and participate in practices and athletic contests during the suspension. The suspension from athletics is lifted at 2:30 on the last day of the multiple day in-school suspension.
- Students who are assigned multiple in- school or out-of school suspensions may be suspended or removed from athletic teams.

## ***College Planning***

Planning for possible college admission is no different for the student-athlete than for any other student.

Student-athletes are encouraged to begin college planning as early as possible during their high school programs. Most competitive colleges and universities consider scholastic record, class rank, board scores, recommendations and extracurricular activities in the admissions process. Early planning is essential to maximize one's academic position.

A strong four year academic program is recommended for the majority of competitive colleges. Colleges that are highly competitive have special admission considerations. Information on the highly competitive colleges should be obtained from guidance counselors early in the high school program. As a general guideline, students and parents should begin actively looking for specific colleges in the spring of the *SOPHOMORE* year or fall of their *JUNIOR* year.

All students considering college after high school graduation should take the Preliminary Scholastic Aptitude Test (PSAT) which is administered during October of their *SOPHOMORE* year followed by the SAT in their *JUNIOR* year. Students may take the SAT as many times as they want or need to take the exam.

The guidance department of each school consistently provides information relative to college admission time tables. They print and publicize the various admission application deadlines, dates for the P.S.A.T., ACT, S.A.T. (CEEB), A.C.H., etc. These are announced over the public address system and are also printed for your convenience.



Any parent interested in finding out more information about college planning should view online or pick-up a copy of BRHS Athletics', "Guide to College Athletics- NCAA Academic Eligibility Requirements."

Website: [http://web1.ncaa.org/ECWR2/NCAA\\_EMS/NCAA.jsp](http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp)

## ***College Athletic Scholarships***

Athletic Scholarships from various colleges and universities are offered to student-athletes whose talents and future athletic potentiality to the college program are judged solely by the coaching staff of the college that is offering such assistance.

The local high school coaching staff can assist by providing requested information and personal recommendations based upon their intimate personal knowledge of the athlete. High School coaches do not "GET" scholarships for their athletes. The athlete must satisfy criteria established for such grants by the persuasion and past relationships with the colleges and/or its coaches, however, it must be clearly understood; the philosophical intent of the high school athletic program is NOT to guarantee college athletic scholarships to its participants. There are too many variables that cannot be controlled by the high school coach. Of course, we are very happy for any student who receives financial assistance to attend college, and as in all cases, we will make every effort to assist students in receiving such financial aid.

All student-athletes who intend to go to college, whether through an athletic scholarship or not, are reminded again to review the section on college admissions. You are especially reminded that a strong college preparatory academic background is the most beneficial condition for acceptance to an institution of higher learning. In most instances, gifted athletic talent and outstanding athletic accomplishment is not sufficient for acceptance to reputable colleges, if the academic background is poor and/or does not indicate predictability of successful academic matriculation.

In our opinion, too many students are placed under great pressure to succeed as athletes for the sole purpose of receiving a very rare college athletic scholarship. They often fail to realize this goal, and at the same time, miss out on fully achieving the many positive outcomes cited in our philosophy and goals of the interscholastic athletic program.



## ***NCAA Eligibility Regulations***

In order to practice and play as a freshman at the NCAA Division I or Division II College, the student-athlete must be first registered with the NCAA Initial-Eligibility Center.

NCAA Initial-Eligibility Center (<http://web1.ncaa.org/ECWR2/NCAA.jsp>) has been established for a review of core courses and high school transcripts for all prospective Division I and II student-athletes. The student-athlete must complete a “Student Release Form” and submit it with a payment of a \$50.00 fee to the Eligibility Center (it can now be done on their website). This fee may be waived if the student-athlete has received a waiver for the fee for the ACT or the SAT (student-athletes should contact their counselor about the fee waiver). The official high school transcript and ACT or SAT scores must be submitted to the Eligibility Center, which will issue a **preliminary certification** report that will be available to the student-athlete and the colleges that he/she has selected to receive this information. After graduation, the Eligibility Center will review the final transcript and make a **final certification** decision.

## **BORDENTOWN REGIONAL HIGH SCHOOL**

### **NCAA ELIGIBILITY REGISTRATION GUIDELINES**

#### **Resources and Links**

1. NCAA Eligibility Center main website (use this site - DO NOT use the old NCAA Clearinghouse site) - [http://eligibilitycenter.org/ECWR2/NCAA\\_EMS/NCAA.html](http://eligibilitycenter.org/ECWR2/NCAA_EMS/NCAA.html)
2. NCAA Eligibility Center Quick Reference Guide  
- [http://fs.ncaa.org/Docs/eligibility\\_center/Quick\\_Reference\\_Sheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf)
3. Division 1 and Division 2 Core Course Worksheets  
- [http://fs.ncaa.org/Docs/eligibility\\_center/DI\\_and\\_DII\\_Worksheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/DI_and_DII_Worksheet.pdf)
4. 2014/2015 NCAA Guide for the College Bound Student Athlete - <http://www.ncaapublications.com/p-4236-2013-14-ncaa-guide-for-the-college-bound-student-athlete-sold-as-a-packages-of-25-due-summer-2013.aspx>
5. Class of 2016 and Beyond- New NCAA Eligibility Criteria - <http://2point3.ncaa.org/>
6. NCAA Eligibility Resources Page  
- <https://web1.ncaa.org/hsportal/exec/links?linksSubmit=ShowActiveLinks>
7. NCAA BRHS Approved Course List  
- <https://web1.ncaa.org/hsportal/exec/hsAction?hsActionSubmit=searchHighSchool> Put in the BRHS code – 310140 and hit search. The list will put up on the next screen.

#### **Process for Completing Registration and Meeting Eligibility**



1.) Coaches will identify and provide a list of potential collegiate athletes to the guidance department as well as the Athletic Director prior to the start of their season.

2.) Begin working on the Division 1 or 2 Core Course Worksheets with your Guidance Counselor

3.) Student Complete Online Process - [http://web1.ncaa.org/ECWR2/NCAA\\_EMS/NCAA.jsp](http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp) - during your junior year or beginning of senior year. Ensure that your information is completely honest and accurate. And as usual - parents pay money!

4.) Take your college entrance tests - SAT and/or ACT - and send your scores from their sites directly to NCAA Eligibility Center using their number - 9999.

Our recommendation is that you take the SAT and/or ACT in December through April of Junior year (possibly earlier for advanced students) and plan on retaking either of both tests in May or June of the Junior year. Then, students can decide if they want/need to retest with the test of your preference, or both tests, September through December of your senior year.

You register for the SAT 1 Reasoning Test online at [www.collegeboard.org](http://www.collegeboard.org) and/or the ACT Test online at [www.actstudent.org](http://www.actstudent.org). You must send your SAT and/or ACT scores via [www.collegeboard.com](http://www.collegeboard.com) (SAT) or [www.actstudent.org](http://www.actstudent.org) (ACT) directly to NCAA Eligibility Center. Scores sent from Bordentown Regional High School are not official and will not be accepted by them. **When you register online to take either test it will ask you to select colleges to send scores to for free. Use one of the spots to send scores to NCAA Eligibility Center by putting in their number 9999.**

5.) Send Transcripts for the 1st time - after all your Junior grades have posted into your transcripts they call this the 6th semester transcript. Check with your counselor for the best way to send your transcripts. Mrs. Guido will typically send these transcripts.

6.) Ensure that you have completed all aspects of Online Registration during your senior year.

7.) Send Final Transcripts at the end of your senior year - it will be part of your steps to do for your graduation check-out process.

You will be required to complete a senior survey at the end of your senior year in Naviance stating the college that you are attending. **You will also be told that you have to send you final transcripts through an online process that may evolve each year. You will be given information on how to do this before graduation. Forgetting to send final transcript, or sending it after the deadline, can lead to you being withdrawn from the college, losing your scholarship, and being ineligible to participate in the NCAA.**

## *Additional Information*

### Core Courses

- NCAA Division I requires 16 core courses
- NCAA Division II requires 14 core courses

### Test Scores

- Division I has a sliding scale for test-score and grade point average
- Division II has a minimum SAT score of 820 and a minimum ACT sum score of 68
- The SAT score used for NCAA purposes includes ONLY the critical reading and math sections. The writing section of the SAT is NOT used.
- The ACT score used for NCAA purposes is a sum of the 4 sections: English, Math, Science, and Reading.
- All SAT & ACT scores must be reported directly to the NCAA Eligibility Center from the Testing Agency.



**Division II****14 Core Courses:**

3 years of English

2 years of Mathematics (Algebra I or Higher)

2 years of Natural/Physical Science (1 year of lab)

2 years of Social Science

2 years of additional English, Math, or Natural/Physical Science)

3 years of additional courses from any area above, foreign language, or non doctrinal religion/philosophy.

**Grade Point Average**

- **Only core courses are used in the calculation of the Grade Point Average**

**Division I****16 Core Courses:**

4 years of English

3 years of Mathematics (Algebra I or Higher)

2 years of Natural/Physical Science (1 year of lab)

2 years of Social Science

1 year of additional English, Math, or Natural/Physical Science

4 years of additional courses from any area above, foreign language, or no doctrinal religion/philosophy.



## ***Communication with Coaches Guidelines and Frequent Parent/Coach Discussion***

Frequent topics of discussion between parents and coaches include level of appropriate play for their son/daughter, playing time, team strategy, play calling, other student-athletes, treatment of players, and practices.

### **Treatment of Athletes:**

Fair treatment of all athletes is the utmost priority of all coaches. Reciprocity is expected of athletes to all teammates, coaches, opponents, and officials. Coaches will only discuss your son's/daughter's situation.

### **Level of Play and Playing Time:**

Coaches have the well-being of the team as the foremost priority in their minds. Understandably, parents have the well-being of their son/daughter as the highest priority in their lives. Bordentown Regional School District believes that each individual athlete is important and plays a valuable role in a team and the larger community of athletics. Playing time will be determined by the coaching staff based on many factors. The factors are among, but not limited to:

- Attendance at practice
- Effort and Performance at practice
- Attitude
- Coachability
- Off-Season Preparation
- Team Commitment
- Playing Ability
- In school behavior

Bordentown Regional School District expects that all parents wish to keep the lines of communication between players, parents, and coaches as open as possible. Coaches will make themselves available for discussions at appropriate times. Discussions can be via email, phone conversations or scheduled meeting times. Please do not approach a coach during practice or on game days.



## ***Steps to Request A Meeting***

If there is a question or a matter to discuss further please utilize the following procedures in order to secure fairness for all parties involved:

1. The **athlete** will voice his/her concerns to the coaching staff in a private meeting. The **athlete** will schedule the meeting via email or in person.
2. If needed: The parent(s) will contact the coach via email or phone to express their concern/question or to request a meeting. Email is the suggested method of communication since it allows all parties involved time to process the information that is relayed to one another.
3. If needed: The parent(s) and player(s) will meet with the coaching staff in a scheduled meeting to resolve the question/concern.
4. If needed: The parent(s) will contact the Athletic Director to schedule a meeting. The parent(s), player(s), coaching staff, and Athletic Director will meet to resolve the question/concern.
5. If needed: The Athletic Director will contact the Principal to schedule a meeting. The parent(s), player(s), coaching staff, Athletic Director, and Principal will meet to resolve the question/concern.

The following order of communication allows for the best interest of the athlete in mind, and affords all parties involved a fair voice in the lines of communication.

## ***Fan/Parent/Spectator Behavior***

All parents, fans, and spectators are expected to comply with all BCSL and NJSIAA regulations (attached) of attendance at athletic events. All attending the athletic contest are reminded that the positive **support** of the athletes should be your top priority. Distracting and inappropriate behavior will not be tolerated. If inappropriate behavior does occur the following guidelines exist:

- Based upon the situation, possible consequences of inappropriate behavior include removal from the contest and/or arrest by Bordentown Township Police.
- In addition, that individual may be suspended from attending future athletic events or banned from attending **all** athletic contests in the future.

The promotion of sportsmanship is expected of **all** in attendance.



## Physical Packets

A physical is required for all athletes to participate in athletics. A physical is good for one year or 365 calendar days. All forms within the medical packet must be completed in their entirety in order for the BRHS/BRMS Nurse and the Athletic Director to forward the packet to the School Physician. The student will only be allowed to participate after the school physician has cleared the athlete.

- Please follow all due dates in regards to medicals. REMEMBER a minimum of 4-5 days to process a medical once it is handed in to us by the athlete.
- Call for your appointments early. Do not let your medical lapse.

A physical packet is required for each new sports season, but a new physical is not required. The Nurse or Athletic Director will note on the medical form that the medical is still in effect for a multi-sport athlete.

The following must be completed for **EACH** sport season:

- 2 Emergency Cards
- Permission Slip for Athletic Participation and Release of Claims
- Interscholastic Sports Insurance Coverage
- **Read the following policies/forms/brochures online:**
- NJSIAA Steroid Testing Policy/Consent to Random Drug testing
- Sports Related Concussion and Head Injury Fact and Parent/Guardian Acknowledgement
- Sudden Cardiac Death in Young Athletes
- Bordentown Regional School District Concussion Policy/ImPACT Testing Protocol
- Fact Sheet on Sports-Related Eye Injuries/Prevention/Signs and Symptoms
- BRSD Policies Acknowledgement & Consent Form
- BRSD Concussion Acknowledgement & ImPACT Testing Consent Form
- Pre-Participation Examination
- History Form
- The Athlete with Special Needs: Supplemental History Form (**only for those athletes with special needs**)
- Physical Examination Form
- Clearance Form
- Asthma Treatment Plan (**only for those athletes with asthma or asthma-related conditions requiring an inhaler**)





## ATHLETIC DEPARTMENT

### *Guidelines for Student-Athletes: Social Media*

Dear Bordentown Regional School District Student-Athletes,

As you begin participation in another athletic season, the Athletic Department of Bordentown Regional High School and Middle Schools wants to make sure you are aware of the revised social networking guidelines. The Bordentown Regional School District and the Athletic Department recognize and support the student-athletes' rights to freedom of speech, expression, and association, including the use of social networks. In this context, however, each student-athlete must remember that playing and competing for Bordentown Regional School District is a privilege. As a student-athlete, you represent the Bordentown Regional School District and the communities of Bordentown City, Bordentown Township, Cookstown, and Fieldsboro. You are expected to portray yourself, your team, and the School District in a positive manner at all times.

Below please review the following guidelines for social networking site usage:

- Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
- What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).
- As with comments made in person, the Bordentown Regional School District The Department of Athletics will not tolerate disrespectful comments and behavior online, such as: derogatory language or remarks that may harm teammates or coaches; other Bordentown student athletes, teachers, or coaches; and student-athletes, coaches, or representatives of other schools, including comments that may disrespect opponents.
- Photographs or statements depicting violence, hazing, sexual harassment, full or partial nudity, inappropriate gestures, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors are unacceptable.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person is also not acceptable.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional will not be tolerated.



In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud of for years to come.

## **NJSIAA Dealing with Bias Incidents**

### **Frequently Asked Questions**

On June 5, 2013, the NJSIAA entered an agreement with the New Jersey Office of the Attorney General. The agreement called for the NJSIAA and the Attorney General's Office to join forces to help eliminate unsportsmanlike bias incidents from high school sports. These FAQs explain the new rules being adopted by the NJSIAA to accomplish this goal.

#### ***1. What are the new rules relating to bias incidents at high school sports?***

The NJSIAA is amending its Sportsmanship Rule to make it clear that the principles of good sportsmanship are violated by "any person (athletic department, staff member, student-athlete, or a fan or spectator associated with a member school) who engages in harassing, verbal, or physical conduct related to race, gender, ethnicity, disability, sexual orientation, or religion at an interscholastic events."

In addition, the NJSIAA Bylaws will require the Executive Director to forward to the New Jersey Division on Civil Rights any reported violation of the Sportsmanship Rule resulting from harassing, verbal, or physical contact relating to race, gender, ethnicity, disability, sexual orientation, or religion at an interscholastic event.

#### ***2. How did these new rules come about?***

In the fall of 2012, the NJSIAA and the New Jersey Division on Civil Rights both received complaints describing alleged bias incidents at football games. NJSIAA staff met on several occasions with representatives from the Division on Civil Rights and agreed on a plan to combat this problem.

#### ***3. How do these new rules change the existing rules?***

It has always been a violation of the Sportsmanship Rule for any person to intentionally incite participants or spectators to violent or abusive action. It has also been a violation of the Sportsmanship Rule for any person to use obscene gestures or profane or unduly



provocative language or action toward officials, opponents, or spectators. In addition, sports officials have always had the power to disqualify a coach or player for unsportsmanlike flagrant, verbal, or physical misconduct.

What is new is that the NJSIAA is telling coaches, players, and officials that provocative language aimed at a player's race, ethnicity, religion, gender, disability or sexual orientation, is every bit as unsportsmanlike as obscene or profane language. Race-baiting, ethnic slurs, and taunting crosses the line and will not be tolerated on the playing field just as it is not tolerated in the classroom.

***4. Some commentators have said the NJSIAA is trying to eliminate trash talking in sports. Is this true?***

The NJSIAA realizes that it cannot eliminate trash talking. But there is a point at which trash talking crosses the line and becomes blatantly unsportsmanlike. Our new rules make that line clear.

***5. Is an official required to disqualify a player whenever he hears bias language?***

An official must always use his or her discretion when determining whether to disqualify a player or a coach. That discretion is based on the official's training and experience, as well as the game conditions and the overriding importance of maintaining player safety. If an official decides that the unsportsmanlike conduct crosses the line and merits disqualification, no warnings need to be given and the official's decision is final.

At the beginning of every interscholastic athletic contest the game official will read a statement to the teams' captains that says: "There will be no tolerance for negative statements or actions between opposing players or coaches. This includes taunting, baiting, berating opponents or 'trash talking' or actions which ridicule or cause embarrassment to them. It also includes harassing conduct related to race, gender, ethnicity, disability, sexual orientation, or religion. If such comments are heard, a penalty will be assessed immediately. We have been instructed not to issue warnings. It is your responsibility to remind your team of this policy."

***6. What happens when a bias incident is reported to the NJSIAA?***

The NJSIAA may investigate the incident itself or refer the incident to the school, league, or conference for investigation. Depending on the seriousness of the incident, additional sanctions can be imposed on the offending school, coach, or player. The NJSIAA will also forward every reported bias incident to the Division on Civil Rights.

***7. How does the new rule affect the conduct of fans and spectators?***

Schools are responsible for maintaining standards of good sportsmanship by their teams, students, spectators and fans. NJSIAA rules state that a "member school with which an



individual is associated may be subject to disciplinary action if it is found that the member school's policies, actions, or failure to act, substantially contributed to the individual's conduct."

If a spectator or fan engages in conduct that disrupts a game, the spectator or fan may be removed by host school management. Officials can work with host school management to identify disruptive individuals.

All schools, public and private, must enforce their own codes of conduct. Public schools have additional obligations under the New Jersey Anti-Bullying Bill of Rights Act. That state law prohibits harassment, intimidation, and bullying on school property and at school sponsored functions. Spectators and fans are subject to the school's anti-bullying policies, which are enforced by the schools themselves.

***8. Is this new rule a New Jersey State Law?***

No. The NJSIAA is an association of approximately 437 public and non-public high schools that regulates high school sports in New Jersey. The NJSIAA is not a state agency. The new rules have been agreed upon by the governing body of the NJSIAA and will be formally adopted at the NJSIAA executive committee meetings in September and October.

