

team/activity. If a student wishes to have more information regarding his/her skills in need of improvement the student should make an appointment to speak to the coach or advisor privately.

Please refer to CIAC By-Laws, Article VII, 2.5.a. (p.77) for additional information regarding tryouts.

CHANGING SPORTS

Prior to the opening contest of each season student participants may be allowed to transfer from one sport to another after a discussion with the Athletics and Activities Director. A student-athlete who withdraws from a team after the first contest of the season will not be permitted to join another team during that season (CIAC Handbook, 6.10, p. 162). All CIAC By-Laws regarding proper conditioning prior to playing in a contest will be followed by all coaches and players. (CIAC Handbook, 10.8, pps. 226-227)

SCHEDULING

Contest/practice schedules will be determined by the Athletic Director with input from the coach. Schedules will include Shoreline League competition as well as possible non-league opponents.

ATHLETIC PARTICIPATION: "An Earned Opportunity"

It is important for students and parents to realize that participation in the Old Saybrook Public Schools Athletics and Activities Program is not a right of all students, but rather an opportunity which is afforded to those selected individuals who possess the ability, attitude, disposition, cooperation, spirit, and desire to represent the student body and community in a manner that reflects favorably upon the reputation of our schools. Participation is completely voluntary, and no student is obligated to take part.

However, there are special standards and expectations in the area of academic performance, citizenship, training rules (athletics), and sportsmanship, with which must be complied by all participants. Regarding athletics specifically, it is essential that student participants and parents be thoroughly familiar with all the rules and regulations governing athletic participation as determined by the sport coach, Athletic Department, school and Connecticut Interscholastic Athletic Conference (CIAC) policies and bi-laws.

Furthermore, as with all privileges, it is important to remember the school administration and/or designee reserves the right to revoke the privilege of any participant who does not conduct herself/himself in an acceptable manner.

Students must be willing to make a commitment to become a member of an athletic team, extra-curricular club or activity. This will require attending all scheduled practices, rehearsals, meetings and contests, which take place after school. With some sports and activities Saturday contests may be scheduled as well.

We take great pride in the OSPS Athletics and Activities Program and invite all students who are willing to accept the responsibility associated with its philosophies to get involved!

ATTENDANCE DURING SCHOOL DAY

Each student must be in attendance at school for at least ½ day of a scheduled event before he/she may participate. This rule also applies to weekend events, except that the student must be in attendance at school for at least ½ day on the preceding school day. The administration will have the authority to waive this rule when it seems appropriate. (For example, the student has been interviewing for college admission.) (BOE Policy, Series 5000 Student Attendance and Truancy, A. 5. and 8).

TRANSPORTATION

Students are expected to ride the bus to and from the event or contest with their team/club. In the event that a parent/guardian needs to pick their child up from the contest, the student must present a note to the building administration who must sign the note and give it to the coach. In the event that a non-custodial adult picks up the student participant both families are required to provide documentation.

CONFLICT RESOLUTION FOR ATHLETIC CONCERNS

Participating in the athletics and activities programs will afford the student participants many rewarding and enjoyable experiences. It is important to understand there also may be times when conflicts between student participants and coaches/advisors may arise. If a conflict occurs, discussion regarding the issue by the student participant or parent/guardian with the coach/advisor is encouraged. Issues of a sensitive nature may not be required to follow the same protocols. For students in the earlier grades coaches/advisors are encouraged to partner with parents to support the student participant's growth and development.

Protocol of Communicating Concerns:

Athlete/Participant → Coach/Advisor

Parent → Coach/Advisor

Athlete/Participant → Athletic Director

Parent → Athletic Director

Athlete/Participant – Coach/Advisor: The student participant is to meet with the coach/advisor. Many times these types of meetings may resolve the issue.

Parent – Coach/Advisor: If the student participant meeting did not resolve the issue, the parent may contact the coach/advisor.

Athlete/Participant – Athletic Director: Athletic director will facilitate a meeting between student participant and the coach/advisor.

Parent/Athletic Director: Parent and athletic director will address concerns and work to come to a resolution. Further discussion with the coach may be warranted to reach a resolution.

It is not advisable for parents to speak with coaches directly prior to or after a game or practice. The coaches have important tasks to complete at this time. Instead, parents/guardians are encouraged to contact the coach/advisor to make an appointment to discuss their concerns. If the resolution is not in keeping with the mission and vision of the athletics and activities program further contact may be made with the athletic director and further to the building administration.

Issues such as playing time, position/role, level of play, team strategy, etc. should be addressed between student participants and coaches/advisors. Coaches, and coaches alone, make decisions about playing time, position/role, level of play and team strategy.

Coaches are advised to communicate with the athletes directly in order to help them improve their performance on the field or to enhance their role on the team. The coaches' handbook, inclusive of the Eleven Coaching Competencies, directs coaches to communicate, and provide feedback frequently and consistently to help student athletes develop.

ATTIRE

Coaches are representatives of the school and Athletic Program and thus, coaches should always dress in a professional manner while coaching.

EJECTION POLICY

“When a student participant or coach/advisor is ejected from a contest the student participant or coach/advisor is ineligible to participate in the next contest at the same level of play. If one or more different level contests are scheduled prior to the next contest at the same level of play, the athlete or coach shall be ineligible to participate in the next (but no more than one) contest at each level of play. The ejected coach or athlete cannot be in attendance at the game(s) for which they are serving their suspension and may not participate in any pre-game warm-up activities at the site of the game” (CIAC Handbook, 4.7.A, 2 (p.96)).

If a coach is ejected from a contest, the contest may continue ONLY under the direct supervision of a certified paid OSPS coach.

NEWSPAPERS/MEDIA

It is the responsibility of the varsity home team coach to report all results of the athletic contest on the day of the contest to the local news media. It is also a good idea to report all scores to the news media even if you are the away team, especially if the contest is played out of the local region of coverage.

Please note: All communications with the press that are not about the sport, a game, series or tournament or team performance will be conducted by the Superintendent or his/her designee.

New Haven Register, Hartford Courant, Harbor News (weekly wrap-ups).

VOLUNTEER COACHES

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. Parents and guardians are invited to volunteer through various means such as, booster organizations, support clubs, etc. It is the belief of the Old Saybrook Public Schools that it is not ideal for a parent to serve as volunteer coaches and/or assistants for interscholastic sports or activities in which his or her child is competing for participation against other children. However, in order to maintain the viability of the extracurricular programs and the safety of the students, parent volunteers, parent coaches/assistants may be permitted. The need and value of a parent volunteer coach will be considered on a case by case basis and will be determined by the athletic/activities director and building administrator and not by the individual coach/advisor. The Old Saybrook Public Schools employment protocols will be used to identify and assign these volunteer coaches to positions.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Old Saybrook Public Schools' staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers will be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry in accordance with Board of Education policies. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Old Saybrook Public Schools. In addition, a conviction for a felony crime would further disqualify a volunteer.

No employee of the Old Saybrook Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation (BOE Policy, Series 1000, School Volunteers, Student-Interns and Other Non-Employees).

The need for volunteer coaching/assisting positions will be determined by the Athletic/Activities Director and district administration. All volunteer coaching/assistant positions will be advertised and follow the practices of the district employment protocols. Volunteer coaches will be required to meet all state coaching certification requirements as well as OSPS requirements. This includes current First Aid and CPR certification, completion of the Concussion Module, and the possession of a Temporary Coaching Permit or a 5-Year Coaching Permit (CIAC Handbook, 9.0, p.210). As stated above a volunteer coach must work under the direct supervision of an

OSPS employed coach at all times. A volunteer coach is not authorized to run a practice or contest in place of an OSPS employed coach.

INCLEMENT WEATHER

If school is cancelled or released early due to inclement weather all practices and contests are also cancelled.

All practices and contests are canceled if school is canceled that day or if there is an early dismissal due to inclement weather.

Decisions on a weekend contests will be made on an individual basis when warranted.

LIGHTNING REGULATION

When the “Flash-To-Bang” (time between sighting lightning and hearing thunder) is 30 seconds or less, it is time to immediately clear the field and seek shelter. Play may resume 30 minutes after the last lightning sighting. On arrival, game officials will have jurisdiction. When no official is on site, the site director will make this determination. Coaches are responsible for adhering to these guidelines during all practices.

ACADEMIC ELIGIBILITY

ELIGIBILITY REQUIREMENTS

It is the belief of the Old Saybrook Public Schools that academic study and performance is at the foundation of student success. While participation in clubs, athletics and other activities is paramount to a student having a rich, diverse learning experience throughout his/her schooling, academics remain the core focus of a successful educational institution. Students participating in clubs and activities in grades 6 – 12 are expected to meet specific academic performance requirements to maintain the privilege of participating in clubs and activities.

ALL CIAC Regulations regarding student eligibility for participation must be met in order for a student to participate in athletic programs

In determining the academic ineligibility and probation for students participating in clubs and activities at Old Saybrook High School and Old Saybrook Middle School the following will apply:

PROBATION

If in a scheduled **Progress Report** a student drops below the expected performance level (middle school - any grade that is below a C- and/or any Incomplete (I), high school - 2 or more D's and lower and/or any I), the student will be placed on probation. Additionally at the high school, If in a scheduled **Report Card** a student earns 2 or more D's and/or any I but is passing all classes, the student will be placed on probation.

Once on probation the following will occur:

- An academic intervention plan will be created with the school counselor, athletics and activities director, and/or administrator and the teacher of the course(s) in which the student is below the performance standard. This plan will include a specific timeline that identifies the duration for attending Mandatory Study Hall*
- The student must attend every scheduled Mandatory Study Hall until informed he/she is no longer on probation
- When attending practice or a meeting late from Mandatory Study Hall, the student must provide his/her coach/advisor with a note from the Mandatory Study Hall Facilitator in order to participate in the activities

*Mandatory Study Hall at the high school will be held for 45 minutes after school. Students will attend three study halls per week. A certified staff member will supervise the study hall and students will be required to work on improving their academic performance. Students are expected to seek additional support from their classroom teachers, as needed, during this time, as well.

*At the middle school, students will be required to stay after school until at least 3:05 or longer if necessary to seek extra help and support in the area in which they are struggling until their grade has improved.

INELIGIBILITY

If in a scheduled **Report Card** a student drops below the expected performance level (middle school - any grade below a C-, high school – 1 or more F's), the student will be ineligible for active participation within a club and/or activity until the specified requirements are met. If a student earns an "Incomplete" ("I") on a Report Card he/she will have 10 school days to change the "I" to a passing grade in order to avoid being deemed ineligible. If after 10 school days from the date the Report Card is issued the "I" remains the student will be deemed ineligible.

Once a student is determined to be ineligible the following will occur:

- The student will not be permitted to actively participate in any club or activity for a period of at least two (2) weeks. Where applicable, students should continue to attend practice/rehearsal, however, they will not be permitted to participate in any contest, performance and/or competition while considered ineligible.
- An academic intervention plan will be created with the school counselor, athletics and activities director, and/or administrator and the teacher of the course(s) in which the student is below the performance standard.
- The student who is deemed ineligible must attend every scheduled Mandatory Study Hall until a Progress Report or Report Card is issued with no failing or incomplete grades**
- When attending practice or a meeting late from Mandatory Study Hall, the student must provide his/her coach/advisor with a note from the Mandatory Study Hall Facilitator in order to participate in the activities
- Upon the end of the original two (2) week suspension from contest, performance and/or competition the student must be meeting all expectations specified in the intervention plan by the Academic Intervention Team before he/she will be deemed eligible.

**It is at the discretion of the academic intervention planning team if it is determined appropriate to release a student from continuing to attend Mandatory Study Hall once the requirements of the stated plan are met. Factors to be considered may include but not be limited to past academic performance history and circumstances surrounding the academic issue.

Students who do not attend Mandatory Study Hall at the high school or after school academic help at the middle school while on probation or determined ineligible will not be permitted to attend practices, rehearsals, performances, games and/or meetings until a **report card** is issued with no grade lower than a C- or any Incomplete (Middle School) or no lower than 1 D (probation) or no failing grades (ineligible) or Incompletes (High School). At the high school students who did not attend Mandatory Study Hall throughout the duration of probation/ineligibility must set up a meeting with the Athletics and Activities Director, the Advisor or Coach and an Administrator in order for continued participation to be considered once academic requirements are being met.

For additional information regarding student eligibility to participate in interscholastic athletics please refer to the CIAC Handbook, which can be found at: www.ciacsports.com.

COACHING CERTIFICATION

Individuals who wish to coach in the State of Connecticut must be at least 18 years of age, hold a high school diploma or its equivalent, successfully complete a standard first aid course and CPR certification, complete a concussion and head injury training requirement course (Module 15), and possess a Five Year Renewable Coaching Permit or a Temporary Emergency Coaching Permit.

All certified teachers who serve as coaches must hold a "Five Year Renewable Coaching Permit."

All coaches (including volunteer coaches) of intramural or interscholastic athletics in kindergarten through grade 12, is required to hold one of the following:

A. Five Year Renewable Coaching Permit

1. Issued to those coaches who hold a valid Connecticut teaching, special services or administrative certificate OR has successfully completed a coaching certification course.
2. All coaching permits are good for a five-year period.
3. Individuals who are applying for a coaching permit for the first time must submit:
 - a) Application ED 185;
http://www.sde.ct.gov/sde/lib/sde/PDF/Cert/certform/ed_185.ppdf
 - b) A photocopy of a high school diploma or its equivalent or a college diploma;
 - c) Photocopies of valid first aid and CPR cards (standard first aid must have been completed within three years of the application and the CPR course must have been completed within one year of the application);

- d) The original certification of completion of the concussion and head injury training requirement (Module 15); and
 - e) An official transcript/certificate verifying the completion of an approved coaching course.
4. In order to renew the coaching permit, a coach must complete not less than 15 hours of seminars, course work, or workshops that provide information on safe and healthful coaching practices and understanding child and adolescent development as approved by the State Department of Education.

B. Emergency Coaching Permit

1. Issued to those coaches who lack a teaching certificate or coaching permit
2. Good for one year with a possible one-year extension as long as certification course work begins.
3. Individuals applying for a Temporary Emergency Coaching Permit must submit to the district:
 - a) Application ED 186 (district submits application);
http://www.sde.ct.gov/sde/lib/sde/PDF/Cert/certform/ed_186.pdf
 - b) A photocopy of a high school diploma or its equivalent or a college diploma; and
 - c) Photocopies of the candidate's first aid and CPR cards, verifying that both courses were completed within one year of the application.
 - d) Original certification of completion of the concussion and head injury training requirement (Module 15).
4. The TCP may be reissued once.
5. Individuals under a TCP must complete at least two semester credits or 30 clock hours of instruction toward the requirements for a coaching permit.

Applications for these permits are available from the Athletic Director. Further information regarding the Connecticut Coaching Education Program is available at, www.ctcoachinged.org, www.casciac.org, or www.CAADinc.org

In addition, Old Saybrook Public Schools requires that the coach submit the following:

1. Letter of Interest
2. Complete Coach's Application (signed and dated)
3. Annual Bloodborne Pathogen Training
4. Annual Concussion Review Statement
5. Mantox Tuberculin Test (new Coach)
6. W4 Form (new Coach)
7. Proof of Fingerprinting (new Coach)

AWARDS

All Student-Athletes Each Season (6-12):	Certificate
Freshman:	Numerals
JV:	JV Letter*
1 st Season Varsity:	Varsity Letter*
	Sport Pin
2 nd Season Varsity: (In same sport)	Service Bar
Captains:	Captain Pin
Manager:	Manager Pin

*Students who participate in a 2nd sport DO NOT get a 2nd letter, just the sport pin.

Varsity Club Jacket: Any student athlete who plays seven varsity seasons.

Jr. Jacket (1 Athlete): Any Junior student-athlete contributing most to the athletic program during that school year.

Big “D” Award (1 Boy, 1 Girl): The student athlete showing the most desire to play for Old Saybrook High School.

Athlete of the Year (1 Boy, 1 Girl): Any student athlete that has earned a varsity letter and has demonstrated sportsmanship, leadership, perseverance, cooperation, integrity, and ability.

Shoreline Scholar Athlete Award Criteria: 1st All-Shoreline (or 1st All-State), 3.5 GPA (cumulative), at least a sophomore

CIAC Scholar Athlete Award: A graduating senior who possesses a cumulative GPA of a 3.5 and has participated in a varsity sport for at least two years. Each scholar athlete must possess high levels of integrity, self-discipline and courage with personal standards, which serve as a model to others.

HEALTH

HEAD INJURIES

*Please refer to the State of Connecticut Concussion Management and Return to Play Requirements and Old Saybrook Board of Education policy (CIAC Handbook, 4.15.K., p.113; BOE Policy, Series 4000 Administrative Regulation Regarding Concussion Training for Athletic Coaches).

HEAT STRESS AND ATHLETIC PARTICIPATION

The Korey Stringer Institute suggests the following recommendations:

1. Days 1–5 are the first formal practices. No more than 1 practice occurs per day.
2. Total practice time should not exceed 3 hours in any 1 day.
3. 1-hour maximum walk-through is permitted on days 1–5, however there must be a 3 hour minimum between practice and walk-through (or vice versa).

4. During days 1–2 of first formal practices, a helmet should be the only protective equipment permitted (if applicable). During days 3–5, only helmets and shoulder pads should be worn. Beginning on day 6, all protective equipment may be worn and full contact may begin.
 - a. Football only: on days 3–5, contact with blocking sleds and tackling dummies may be initiated.
 - b. Full-contact sports: 100% live contact drills should begin no earlier than day 6.
5. Day 6–14, double-practice days must be followed by a single-practice day. On single-practice days, 1 walk-through is permitted, separated from the practice by at least 3 hours of continuous rest. When a double-practice day is followed by a rest day, another double practice day is permitted after the rest day.
6. On a double-practice day, neither practice day should exceed 3 hours in duration, and no more than 5 total hours of practice in the day. Warm-up, stretching, cool-down, walk-through, conditioning and weight-room activities are included as part of the practice time. The 2 practices should be separated by at least 3 continuous hours in a cool environment.
7. Because the risk of exertional heat illnesses during the preseason heat-acclimatization period is high, we strongly recommend that an athletic trainer be on site before, during and after all practices.

EMERGENCY MEDICAL PROCEDURES

1. Follow Check/Call/Care protocol.
2. For all serious medical emergencies **CALL 911 IMMEDIATELY FOR POLICE OR AMBULANCE.**
3. Contact the parent, athletic trainer or school nurse, athletic director and building administration.
4. Fill out accident report form (it will be attached the blue accident claim form), and Part A of blue claim form and return to athletic director within 24 hours.

In addition, to avoid unnecessary delays in providing immediate emergency medical care for your athletes, every coach should have on hand the **Emergency Medical Information** forms for all athletes. These forms should be kept in your first aid kit and be on hand at home and away contests and practices. Each coach is required to have a first aid kit and water available to your athletes at every practice and contest.

Police/Ambulance/Fire
911

Poison Control
1(800) 222-1222

Note: Once an athlete is treated by a physician, he/she cannot return to participation until he/she obtains a note from the attending physician stating that the athlete is cleared to continue in the program.

PROCEDURES FOR HANDLING SUSPECTED POSSESSION AND/OR INFLUENCE

If a coach suspects that a student is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, the following procedures must be employed (Board of Education Policy Series 5000, Drug and Alcohol Use by Students):

1. Immediately secure the student(s) that is/are suspected to be in violation, preferably in a private, contained space, and with one other adult, if possible. If suspected possession of contraband, secure all of the student's or students' belongings, as well, and keep in possession until given instructions from the Athletics and Activities Director and/or Administrator.
2. An administrator or designee will conduct the search of a student in cases where such search is necessary whenever possible. If this is not possible direction will be given by the Athletics and Activities Director and/or Administrator as to any search and seizure that must take place.
3. Any physical evidence (alcohol, drugs, drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student(s) or other student(s) must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Students who represent the school in sports and other extra-curricular activities (such as performances, clubs, trips and special events) are expected to make responsible decisions to promote their health, safety, and fitness. They are also expected to represent their school and community in a positive fashion by acting in accordance with all school rules and applicable laws in relation to alcohol, drugs, and/or tobacco and other illegal activities. Participation in school sports and co-curricular/extra-curricular activities is a privilege, not a right. The Connecticut Interscholastic Athletic Conference (CIAC) requires schools to develop and submit policies in relation to chemical substance including alcohol and illegal drugs.

Coaches and advisors will work in conjunction with the Student Athletics/Activities Director and administrators to address student behaviors that violate school and team expectations. Consequences may include, but are not limited to: a conference with the coach/advisor and Athletic/Activities Director, referral to administration, suspension for a game or a prolonged period, loss of formal leadership role, community service, etc. In all instances of inappropriate student behavior the severity and/or frequency of the behaviors will be considered when determining consequences.

EJECTION

"When a student participant or coach/advisor is ejected from a contest the student participant or coach/advisor is ineligible to participate in the next contest at the same level of play. If one or more different level contests are scheduled prior to the next contest at the same level of play, the athlete or coach shall be ineligible to participate in the next (but no more than one) contest at each level of play. The ejected coach or athlete cannot be in attendance at the game(s) for

which they are serving their suspension and may not participate in any pre-game warm-up activities at the site of the game” (CIAC Handbook, 4.7.A, 2 (p.96)).

If a coach is ejected from a contest, the contest may continue ONLY under the direct supervision of a certified paid OSPS coach.

SUBSTANCE USE

The following rules describe suspension from athletics and other extra-curricular activities due to student use or possession of alcohol or drugs in school or school-sponsored activities and/or out of school or school sponsored activities. Students found to be using anabolic steroids, hormones and analogues, diuretics, and other performance enhancing substances will be subject to specific CIAC sanctions as stated below:

“A student-athlete who has been determined to have used, in or out-of-season, androgenic/anabolic steroids or other performance enhancing substances (as defined in 4.15.J.) shall be declared ineligible for all CIAC-controlled activities for one hundred eighty (180) school days on each occurrence. The 180 school day period of ineligibility commences on the day the CIAC Board of Control makes such determination.” (CIAC Handbook, 4.15.I., p. 112; BOE Policy Series 5000 Chemical Health Policy for Student-Athletes).

Students who have been determined to be using and/or in possession of substances such as alcohol, stimulants, street drugs (including but not limited to marijuana, heroin, and cocaine) or engaging in illegal activities in or outside of school during a sports or activity season, will face consequences.

Per CIAC guidance the Athletic/Activities Director and or designee will provide substance use prevention training to all student participants at the onset of each athletic season.

Students found to have engaged in substance possession, use or abuse as referenced above will face the following consequences:

First Offense:

14 calendar day suspension from participation in a team or extra-curricular activity, including games and performances. In order to remain on the team/in the club the student must participate in a mandatory substance use assessment and any subsequent counseling/education recommendations as a result of such assessment.

Second Offense:

Suspension from participation in a team or extra-curricular activity, including games and performances for the remainder of the season. In order to participate in another sport or activity, the student must participate in an additional mandatory substance use assessment and any subsequent counseling/education recommendations as a result of such assessment. Prior to returning to a subsequent sport or activity the student and his or her parent/guardian shall meet with the Athletic/Activities Director and administration to determine reinstatement.

Third Offense and Additional Offenses:

Suspension from participation in any team or extra-curricular activity for 12 months. In order to be considered for early reinstatement for a subsequent activity, the student, parents/guardians, building administration, school counselor, Athletic/Activities Director must agree on a substance abuse/counseling program and the student must submit documentation of successful completion.

Prior to returning to a subsequent sport or activity after the 12 month suspension without completing a substance abuse/counseling program the student and his or her parent/guardian shall meet with the Athletic/Activities Director and administration to determine reinstatement.

TOBACCO USE

In the case of tobacco use, including E-cigarettes, and smokeless tobacco the first offense will result in a seven (7)-calendar day suspension. Each subsequent offense will be cumulative (i.e., the second offense will be 14 calendar days, third offense 21 days, etc.)

If any offense occurs during tryouts or the last two weeks of the season, consequences will be applied by a case-by-case basis as determined by school administration and the Athletics/Activities Director.

During the course of a first offense or a tobacco related offense as mentioned above, a student who wishes to remain on an interscholastic team or as part of a performance based activity, is expected to attend practices/activities or meetings for observational purposes only. In the case of participatory activities (i.e. clubs) he/she may not participate for the duration of their suspension.

BEHAVIORS LEADING TO POLICE INVOLVEMENT

If a student is arrested, issued a summons or given a ticket for a violation other than a routine traffic infraction, and the behavior leading to the police action, comes to the attention of the school, the administrator or his/her designee will investigate the incident. If it is determined that the behavior represented the school poorly, or went against the values indicated above, the student will be subject to any or all of the aforementioned consequences as determined by the administrator, Athletic/Activities Director and coach/advisor.

BULLYING, HAZING, SEXUAL HARASSMENT

Per Board of Education Policy any student found to be involved in hazing, sexual harassment, bullying or cyber bullying activities may be subject to dismissal and/or suspension from participating in any athletics and/or activities program. For specific information regarding Old Saybrook Public Schools District Policy on Bullying Prevention and Intervention, please refer to Old Saybrook Board of Education Policy Series 5000.

AGREEMENT – COACHING EXPECTATIONS AND REGULATIONS

My signature below indicates that I have received and read the coaching expectations for boys and girls athletics in Connecticut and with the Old Saybrook Public Schools. I recognize that Old Saybrook imposes additional standards/requirements for participation in extra-curricular programs and I agree to abide by its rules and expectations.

I have read the referenced policies, regulations and standards pertaining to Old Saybrook Public School Students and I agree to abide by and uphold all expectations as stated in the Old Saybrook Coaches Handbook.

Coaches Signature

Print Name

Date

***Please detach this page and hand in to the Athletics and Activities Director within 24 hours of receipt of handbook.**

APPENDIX A

OLD SAYBROOK ATHLETIC DEPARTMENT COACH'S CHECKLIST

Name: _____ Date: _____

Pre-Season:

- _____ 1. Attend Coaches Meeting
- _____ 2. Attend Sports Night
- _____ 3. Submit forms for all athletes: Eligibility, Concussion, Emergency Info, Health Assessment Update
- _____ 4. Pre-season previews to papers
- _____ 5. Emergency Info Forms in med-kits
- _____ 6. Roster with uniform numbers to AD office

In-Season:

- _____ 1. Officials payment forms submitted following day of contest
- _____ 2. Submit **home** scores on CIAC within 24 hours of contest
- _____ 3. Notify New Haven Register and Shoreline Times with scores immediately after **home** games
- _____ 4. Upon request, provide Tournament information by due date to AD office
- _____ 5. Upon request, provide award information to AD office
- _____ 6. Other

Post-Season:

- _____ 1. Complete and submit awards list to AD (All SLC, All State, Letters, Pins, etc...)
- _____ 2. Collect all uniforms and equipment
- _____ 3. **Neatly** store uniforms and equipment
- _____ 4. Submit missing uniform and equipment slips
- _____ 5. Complete and submit a complete inventory sheet
- _____ 6. Return keys and swipe card to AD
- _____ 7. Return med kit and water cooler to Athletic Trainer
- _____ 8. Distribute team awards
- _____ 9. Meet with team/individual meetings
- _____ 10. Schedule appt. and meet with AD to review evaluation
- _____ 11. Other

APPENDIX D

Old Saybrook Public Schools
Old Saybrook, CT 06475

Old Saybrook School District
Sport's Official Form

Name: _____

Address:

Sport/Level:

Game:	Date:
-------	-------

Fee:

Signature:

Please return form to Mike Cunningham, Athletic Director

APPENDIX E

OLD SAYBROOK SCHOOLS
COACH'S APPLICATION

TO: ATHLETIC DIRECTOR
CC: BUSINESS ASSISTANT, CENTRAL OFFICE
FROM: _____
DATE: _____

I am applying for the position of _____

For the academic year _____ for the following extra-stipend \$ _____.

_____ Coach's Signature	_____ Date
_____ Athletic Director's Signature	_____ Date
_____ Principal's Signature	_____ Date
_____ Superintendent's Signature	_____ Date

PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH POSITION.

**The Coaching Application form should be completed by the candidate, who will submit the original to the Athletic Director (AD) and send a copy going to the Business Assistant at Central Office. The AD reviews candidates, conducts interviews as needed and signs application of the selected candidate. All of the applications are then passed on to the building principal who also signs off on the selected candidate. All of the applications are then forwarded to the Business Office, where the applications will be presented to the Superintendent for final approval. The extra-stipend database will be updated and the approved application given to the Human Resources / Payroll Bookkeeper for contract generation.
*Applicants for the Athletic Director position should submit their information directly to the Superintendent with a copy to the Business Assistant.**

pjl 03/07/2014

OLD SAYBROOK SCHOOLS
STUDENT ACTIVITY STIPEND
APPLICATION

TO: BUILDING ADMINISTRATOR
CC: BUSINESS ASSISTANT, CENTRAL OFFICE

FROM: _____

DATE: _____

I am applying for the position of _____

For the academic year _____ for the following extra-stipend \$ _____.

_____ Applicant Signature	_____ Date
_____ Building Administrator Signature	_____ Date
_____ Superintendent's Signature	_____ Date

PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH POSITION.

The Activity Application form should be completed by the candidate, who will submit the original to the Building Administrator and send a copy to the Business Assistant at Central Office. The Building Administrator will review candidates, complete interviews as needed and sign the application of the selected candidate. All of the applications are then passed on to the Business Office, where the applications will be presented to the Superintendent for final approval. The extra-stipend database will be updated and the approved application given to the Human Resources / Payroll Bookkeeper for contract generation.

pjl 03/07/2014

APPENDIX F

**OLD SAYBROOK HIGH SCHOOL
1111 BOSTON POST ROAD
OLD SAYBROOK, CONNECTICUT 06475
(860) 395-3175**

FINANCIAL OBLIGATION NOTICE

TO: _____ DATE: _____

SUBJECT: _____ GRADE: _____

TEACHER: _____

NUMBER	ITEMS	COST

To The Parent or Guardian:

Report cards, transcripts, etc., will not be released and access to Parent Portal may be suspended until all bills are paid. Please send a check or bring in cash to the Main Office. Checks should be made out to Old Saybrook High School Activity Fund.

Thank you.

APPENDIX G

**Athlete of the Month Award
Male/Female**

Month:

Nominee:

Coaches Criteria:

Coaches Statement: